

AFIADL Catalog (Print Version)

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Professional Military Education (PME) Courses

Airman Leadership School Associate Program

00001—Airman Leadership School (ALS)

3 Volumes: Activated Sep 88; Revised Dec 2000

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

SALE RESTRICTED (COPYRIGHT MATERIAL) Limited to Department of Defense Personnel

General: The ALS Distance Learning Program, Course 1, is a voluntary, paper-based, self-study course administered and managed by the Air Force Institute for Advanced Distributed Learning (AFIADL - formerly ECI) and developed by the Educational Programs Cadre (EPC), College for Enlisted Professional Military Education (CEPME). Enlisted PME distance learning programs are designed to provide professional development to enlisted military members at specific critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The AFIADL Course Catalog,

<http://www.maxwell.af.mil/au/afiadl/curriculum/catalog/html/alspgm00.htm>, is the definitive guidance for all enlisted PME distance-learning programs. Students must review the AFIADL Course Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

Content: Course 1 consists of three volumes. The content is summarized as follows:

Volume One (Profession of Arms) is designed to provide senior airmen the knowledge, value, and skills necessary to succeed as supervisors in a military environment.

Volume Two (Leadership and Management) is divided into six units of instruction that focus on providing senior airmen with the philosophy, concepts, principles, and operating practices of effective leadership in the Air Force environment.

Volume Three (Communication Skills) is divided into three units of instruction that focus on providing senior airmen with the knowledge to be more effective communicators in both written and spoken communication.

Administrative Guidelines: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the Airman Leadership School Distance Learning Program.

Course Materials: Course materials are shipped via Fourth Class mail to the address provided by the student. The student is responsible for inventorying these materials and reporting missing materials to AFIADL. An "AFIADL Course Materials Shipping List" is provided with each shipment. An AFIADL Form 17, "Request for Student Assistance" is included as part of the package, if needed. A downloadable AFIADL Form 17 is also available at

http://www.maxwell.af.mil/au/afiadl/registrar/download_fr.htm. **NOTE:** If course materials are lost or damaged, they may be replaced without any compensation for loss of time.

Eligibility:

Active Duty Air Force: Active duty USAF personnel are not eligible to enroll in Course 1.

AFRC: The following AFRC personnel are eligible for Course 1:

- E-4 with minimum 48 months time in service without a 5-skill level
- E-4 with minimum 42 months time in service with a 5-skill level in their Primary AFSC
- **NOTE:** Air Reserve Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

ANG: The following ANG personnel are eligible for Course 1:

- E-4 with minimum 48 months time in service without a 5-skill level
- E-4 with minimum 42 months time in service with a 5-skill level in their Primary AFSC

- E-5 promoted to SSgt under the EPME Air Force promotion deferment policy
- **NOTE:** Air Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

Other U.S. Military Service Members: Course 1 is open to other U.S. DoD military component personnel (Army, Navy, Marines, Coast Guard) in the grade of E-4 with at least 42 months time in service and to non-military technician civil service members in the grade of GS-4, or equivalent WG, WL, and WS.

Student: Enlisted PME distance learning programs are *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH COURSE 1 POLICIES AS LISTED IN THE AFIADL CATALOG, and 2) BE AWARE OF THE COURSE START AND COMPLETION DATES. *No outside agency is tasked with monitoring course progress or completion.* Students should work with the ESF/UTS to order and schedule examinations. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered. (See Academic and Testing Requirements.) All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AFIADL. Provide copies of official orders and AFIADL Form 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AFIADL and the ESF/UTS for any circumstances that might hinder course completion. Students must follow-up on all testing to ensure their test is transmitted and received at AFIADL.

Education Services Flight/Unit Training Section (ESF/UTS): Although students are ultimately responsible for their own course success or failure, Education and Training personnel must be prepared to assist students by providing accurate enrollment and policy information. Test files should be transferred to AFIADL following each test and confirmed by ESF/UTS. All test files related to authorized testing must be transferred to, and posted by, AFIADL not later than 30 days after enrollment expiration. Course Development and Student Administration/Registrar (CDSAR) software is available through AFIADL Data Branch (AFIADL/DOD) and provides real-time, read-only access to student performance data directly from AFIADL. Student enrollment must be verified prior to any test session. CDSAR is the sole source to determine the student enrollment date. It is highly recommended that ESF/UTS personnel refer to CDSAR for accurate information in order to improve student guidance, feedback, and customer service.

AFIADL: All administrative support for Course 1 is provided by AFIADL, including course enrollment, examination scoring, duplicating, and shipping. AFIADL is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AFIADL must be in writing or through the local ESF/UTS. To contact AFIADL, use the AFIADL Form 17, or write to AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36114-3107. The ESF/UTS can contact the Student Instruction Branch, at DSN 596-4985 or commercial (334) 416-4985. All communications with AFIADL should include the student's full name, SSAN, course number, and nature of request.

EPC/DOO: The Educational Programs Cadre (EPC), Operations and Training Section (DOO) is the office of primary responsibility for directing EPME distance learning programs. EPC/DOO acts as the liaison between EPC and AFIADL in managing distance learning programs and maintaining program integrity. EPC/DOO is the final review and appellate authority for extension requests, exception to policy requests, and policy issues. Comments and questions may be directed to EPC/DOO at e-mail: EPC.DOO@maxwell.af.mil.

Academic and Testing Requirements: A single, closed-book End-of-Course Examination covering all three volumes of Course 1 is administered at the designated, authorized Test Control Facility. The student must request the exam from AFIADL on an AFIADL Form 17, when prepared to test. Successful completion of Course 1 requires a minimum passing score of 70 percent. There is a single

re-test examination only if sufficient time remains on the enrollment to request, receive, and administer the re-test prior to enrollment expiration. Course Failure status results from failing both the initial and re-test (See Disenrollments and Restrictions). Students who receive a score of 90 percent or higher in Course 1 are recognized for Academic Excellence and receive a certificate from the Dean, Educational Programs Cadre. Students must work with the Education Services Flight (ESF) or Base/Unit Training Section (UTS) to ensure the examination is ordered, examination is on-hand, and to schedule the administration of the examination. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered. If the actual date the test is taken is not indicated on the answer sheet, the date the test is scored at AFIADL becomes the administration date. AFIADL will accept and score tests if taken prior to course disenrollment (based on the dated answer sheet) and if the answer sheet is received no more than 30 days after the administration or expiration date. **STUDENTS MUST FOLLOW-UP WITH ESF/UTS TO ENSURE THEIR TEST WAS SCORED AND POSTED IN THEIR STUDENT RECORD.**

Time Lines: Course 1 consists of a single academic term of 12 months. This enrollment period includes time required to receive materials, order/receive tests, and submit tests for scoring/posting. There is no waiver to the 12-month enrollment period except as noted in “Extensions” below.

Extensions: Extensions are time compensation for unforeseen circumstances, which impede or prevent course progress or completion. The length of any extension is based on individual circumstances, in 30-day increments, up to a maximum of 6 months and must be submitted prior to course expiration. *Extension requests must be submitted on AFIADL Form 17*, with supporting documentation, to AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36114-3107. AFIADL Form 17 is available at:

http://www.maxwell.af.mil/au/afiadl/registrar/download_fr.htm

Reactivations: Course 1 reactivation is granted when extenuating circumstances preclude individuals from requesting extensions during their enrollment. Course reactivation allows an additional 90 days for completion of testing only. All requests for reactivations must be signed by the unit commander, include a brief history of the trainee's progress, describe circumstances that led to disenrollment, state measures implemented to prevent future disenrollments, and if an exam is required, include a statement that the student is ready to test. Unit commanders should approve reactivations only if requested within 90 days after the course conclude date. After approval by the unit commander, AFIADL will open the enrollment for 90 days, and forward the course examination, if needed. New Course 1 material will not be forwarded when an enrollment is reactivated. Any requests for reactivation received at AFIADL that have not been signed by the unit commander will be returned for unit commander approval. Reactivations requested beyond 90-days of the course conclude date will not be approved. *Reactivation requests must be submitted on AFIADL Form 17*, with support documentation, to AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36114-3107. AFIADL Form 17 is available at

http://www.maxwell.af.mil/au/afiadl/registrar/download_fr.htm **NOTE:** To allow sufficient time for processing, reactivation requests must reach AFIADL well in advance of the 90-day expired limit. Enrollments that have previously been reactivated for a 90-day period will not be reactivated again.

Disenrollments and Restrictions: Any non-completion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. A restriction period renders the student ineligible to enroll into the same program or a program of the same AFIADL category until after the restriction period ends.

Voluntary Disenrollments: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. This request must be submitted on an AFIADL Form 17 and mailed to: AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36114-3107.

Student Request (SR): Code SR is a voluntary disenrollment at student request and incurs a mandatory 6-month restriction period.

Involuntary Disenrollments: There are two categories of involuntary disenrollments.

Course Failure (CF): Code CF is a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a re-test. Students disenrolled for course failure incur a mandatory 6-month restriction.

Non-participation (NP): Code NP is a disenrollment category that applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without requesting an extension prior to course completion. Students disenrolled for NP incur a mandatory 1-year restriction. There is no waiver or curtailment of restriction periods, and no partial credit is given for previous enrollment progress.

Records Update: Course completion will be posted to student personnel records by AFIADL through a direct computer data link to the HQ Air Reserve Personnel Center (ARPC). ARPC will update local files for Reserve and Guard personnel. This process may take up to 4 weeks; therefore, course completion may not be reflected in student records until after students receive their course completion card. If a course completion card is not received within 1 month of course completion, students must follow-up with their Education Office to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact AFIADL. All inquiries concerning records updating must be routed to the local Military Personnel Flight (MPF), Formal Training Section.

Diplomas/Transcripts: Course 1 diplomas and transcripts are handled by AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students completing Course 1 after 1 Oct 02 should receive a diploma following course completion. Students promoted while enrolled in Course 1 MUST update their student records by submitting an AFIADL Form 17 to AFIADL/EII2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. Diplomas will not be re-accomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational institution. Course 1 is eligible for Community College of the Air Force (CCAF) credit as of 18 Dec 00. Refer to the CCAF catalog for the number of credit hours awarded.

Senior Noncommissioned Officer Academy Multimedia Correspondence Course

00005 — Senior Noncommissioned Officer Academy Multimedia Correspondence Course

2 CD-ROM Disks: Activated Oct 96; Revised Jan 98; Revised February 2002

Hours: 129

Points: 43

CCAF Credit for Course 00005 - 9

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General: The SNCOA Multimedia Distance Learning Program, Course 5, is a voluntary, computer-based, self-study program administered and managed by the Air Force Institute for Advanced Distributed Learning (AFIADL - formerly ECI) and developed by the Educational Programs Cadre (EPC), College for Enlisted Professional Military Education (CEPME). Enlisted PME distance

learning programs are designed to provide professional development to enlisted military members at specific critical points in their careers. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The AFIADL Course Catalog, <http://www.maxwell.af.mil/au/afiadl/curriculum/catalog/html/sncoa00.htm> is the definitive guidance for all enlisted PME distance-learning programs. Students must review the AFIADL Course Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

Software Technical Assistance: The Course 5 courseware (CD-ROM #1) Orientation Menu provides information on how to properly use the software and complete the course. Students who experience software problems should first check for identified glitches and fixes on the [Course 5 Homepage](#). If the problem is not resolved, e-mail the Interactive Courseware Development Team (EPC/DOT), at CEPMEICW@maxwell.af.mil, or call DSN 596-2364/2365/1627 or Commercial (334)416- 2364/2365/1627.

Course Materials: Each student receives a package containing a double CD-ROM set and two 3.5 inch disks. The cover of the CD-ROM case contains installation instructions and basic course guidance. One of the 3.5 inch disks is provided to be the “Student Data Disk” and other 3.5-inch disk is provided to be “Test Data Disk.” A post card is also mailed separately to confirm enrollment and processing of course materials. The official student enrollment date is indicated on this card. Students must write the enrollment date (from the post card) on the label of the Student Data Disk and Test Data Disk. ***NOTE:** Students should keep the post card for reference throughout their enrollment as verification of the official enrollment date.*

Content: Course 5 consists of five objectively evaluated subcourses designated 5A - 5E, and the Profession of Arms (POA) area which is evaluated by an affective survey included in the program. The design of the CD-ROM courseware requires the six subcourses be completed in succession. The content of the subcourses is listed below:

Profession of Arms (POA): This is the first area presented in the CD-ROM course. Upon completion, students should be able to explain how their unit-level duties fit in the larger context of joint operations that support national policy. Students will gain knowledge of the heritage and history of the enlisted corps and an understanding of the role of Air Reserves components. Students’ grasp and appreciation of the POA material is measured by affective surveys. There is no formative or summative testing for the POA subcourse.

Leadership Planning (5A): The Leadership Planning subcourse provides the material for the first of the five required Course 5 tests. This subcourse is designed to develop the student’s ability to successfully complete simulated exercises involving principles of effective leadership planning.

Behavior Analysis (5B): The Behavior Analysis subcourse presents an overview of human behavior and helps explain why people act and react as they do. This subcourse is designed to develop the student’s ability to successfully complete simulated exercises involving principles of behavior analysis. Command of these principles of human behavior contributes to increased leadership effectiveness of senior NCOs.

Human Resource Development (5C): The information in the Human Resource Development subcourse helps develop capable and productive workers. This subcourse is designed to develop the student’s ability to successfully complete simulated exercises involving principles of human resource development. The lessons in this area are designed to help students adjust their leadership style based on subordinates’ experience and individual needs.

Organizational Management (5D): The Organizational Management subcourse provides a broad view of organizational design and structure. This subcourse is designed to develop the student’s ability to successfully complete simulated exercises involving principles of organizational

management. Students learn how to be proactive in their leadership role as they face organizational restructuring, conflict, and constant change.

Communication Skills (5E): The Communication Skills subcourse, unlike the other instructional areas, is presented throughout the entire course of instruction. The Communication Skills subcourse requires the student to apply principles of effective communication. It is also designed to increase understanding of how effective communication skills enhance leadership ability. The Communication Skills subcourse is the last examination taken.

Student Assessment and Feedback: Course 5 contains exercises designed to enhance the understanding of the lesson material. Each subcourse contains developmental exercises, communication skills exercises (in some areas), and lesson review exercises (at the end of each lesson). Student command of leadership and communication principles are assessed by formative exercises for the purpose of feedback and restudy. There is a formative exercise at the end of each subcourse. Graded summative examinations which follow each subcourse are proctored tests administered by the Education Services Flight or other designated test control facility. Formative exercises and summative examinations are based on the same educational objectives. The objectives are listed in the overview of each subcourse instructional area. This strategy doesn't mean that formative exercises and summative examinations are exactly the same. It means that the exercise and examination were developed from the same lesson material and measures the same desired behaviors. (See Academic and Testing Requirements.)

Eligibility

Active Duty Air Force: ADAF personnel in the grade of E-7, E-7 select, or above are eligible for Course 5.

AFRC: The following AFRC personnel are eligible for Course 5:

- E-7 with at least one year since completion of NCOA, resident or DL
- E-6 personnel occupying an E-7 slot and at least one year since completion of NCOA, resident or DL, are eligible to enroll with the approval of the HQ AFRC Enlisted PME Manager.
- **NOTE:** Air Reserve Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

ANG: The following ANG personnel are eligible for Course 5:

- E-7 (no minimum time in service required)
- E-8 promoted to SMSgt under the EPME Air Force promotion deferment policy
- **NOTE:** All members must have at least two years since completion of NCOA, resident or DL. Air Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

OTHER U.S. MILITARY SERVICE MEMBERS: Course 5 is open to other U.S. DoD military component personnel (Army, Navy, Marines, Coast Guard) in the grade of E-7 and to non-military technician civil service members in the grade of GS-6, or equivalent WG, WL, and WS. Civil Service personnel must have verification from their supervisor or commander that they are occupying a management position.

Academic & Testing Requirements: There is no single End-of-Course Examination for Course 5. Students are evaluated following each subcourse through formative exercises for feedback and restudy, and summative examinations for a grade that is factored into the overall course average. The summative examinations (5A - 5E) are computer-based, controlled tests which must be scheduled and taken at the Education Services Flight (ESF) or Base/Unit Training Section (UTS) following the

successful completion of the formative evaluation for each subcourse. The academic requirement for Course 5 is an 80 percent cumulative average of all subcourse summative examinations, or 398 of 500 possible points (a minimum course average of 79.6). Students who receive a cumulative score of 95 percent or greater are recognized for Academic Excellence and receive a separate certificate from the Dean, Educational Programs Cadre in addition to the course diploma. **NOTE:** All testing must be completed prior to the course conclude date. No more than one examination may be taken per day and there are no re-test opportunities. STUDENTS MUST FOLLOW-UP WITH ESF/UTS TO ENSURE THEIR TEST WAS FORWARDED TO AFIADL FOR SCORING AND POSTING IN THEIR STUDENT RECORD. Failure to follow-up could jeopardize the successful completion of Course 5.

Time Lines: Course 5 consists of a single 12-month enrollment period during which all 5 subcourse modules must be individually completed, tested, scored, and recorded (in order 5A - 5E) at AFIADL within the 12-month enrollment period. (See Academic and Testing Requirements.) Students should schedule each test session well in advance to allow adequate time for the test to be administered and the results transferred to AFIADL for scoring and posting to the student record prior to the course conclude date.

Extensions: Extensions are time compensation for unforeseen circumstances, which impede or prevent course progress or completion. Extensions are granted in 30-day increments to a maximum of 6 months. *Extension requests must be submitted prior to course expiration on AFIADL Form 17*, with support documentation, to AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36114-3107. AFIADL Form 17 is available at:

http://www.maxwell.af.mil/au/afiadl/registrar/download_fr.htm

Reactivations: Course 5 reactivation is granted when extenuating circumstances preclude individuals from requesting extensions during their enrollment. Course reactivation allows an additional 90 days for completion of testing only. All requests for reactivations must be signed by the unit commander, include a brief history of the trainee's progress, describe circumstances that led to disenrollment, state measures implemented to prevent future disenrollments, and if an exam is required, include a statement that the student is ready to test. Unit commanders should approve reactivations only if requested within 90 days after the course conclude date. After approval by the unit commander, AFIADL will open the enrollment for 90 days, and forward the course examination, if needed. New Course 5 material materials will not be forwarded when an enrollment is reactivated. Any requests for reactivation received at AFIADL that have not been signed by the unit commander will be returned for unit commander approval. Reactivations beyond 90-days of the course conclude date will not be approved. *Reactivation requests must be submitted on AFIADL Form 17*, with supporting documentation, to AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36114-3107. AFIADL Form 17 is available at

http://www.maxwell.af.mil/au/afiadl/registrar/download_fr.htm **NOTE:** To allow sufficient time for processing, reactivations must reach AFIADL well in advance of the 90-day expired limit. Enrollments that have previously been reactivated for a 90-day period cannot be reactivated again.

Disenrollments and Restrictions: Any non-completion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. Students are eligible to re-enroll in Course 5 after the restriction period ends.

Voluntary Disenrollments: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. This request must be submitted on an AFIADL Form 17 and mailed to AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36114-3107.

Student Request (SR): Code SR is a voluntary disenrollment student request and incurs a mandatory 6-month restriction period.

Involuntary Disenrollments: There are two categories of involuntary disenrollments.

Course Failure (CF): Code CF is a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing to obtain a cumulative course average of 80%. Students disenrolled for course failure incur a mandatory 6-month restriction.

Non-participation (NP): Code NP is a disenrollment category that results when a student's enrollment expires without the course requirements being completed. The non-participation disenrollment category applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without requesting an extension prior to course completion or requesting a reactivation within 90 days of course expiration. Students disenrolled for non-participation incur a mandatory 1-year restriction. There is no waiver or curtailment of restriction periods, and no partial credit is given for previous enrollment progress.

Minimum Computer Requirements

Students must meet following minimum computer equipment requirements in order to successfully install and complete the CD-ROM-based Course 5 Multimedia Course.

- CPU: 486SX-66 MHz
- RAM: 16 MB
- CD-ROM speed: 2X
- Hard Drive: 80 MB
- Sound Card: 16 Bit
- Video Card: SVGA
- Monitor: 15"/.39mm
- Speakers or headphones required
- Windows version 3.1 or later Windows based operating system. Software will support Windows 98 and NT, but not Macintosh operating systems.

NOTE: A modem is not required to complete this course; however, you will need Internet access in order to download software upgrades or to use our web-base troubleshooting guide.

Records Update: Course completion will be posted to personnel records by AFIADL through a direct computer data link to the Air Force Personnel Center (AFPC). AFPC will, in turn, update local MPF computers for active duty personnel. HQ Air Reserve Personnel Center (ARPC) will update files for Reserve and Guard personnel. The CCAF record will also be updated automatically. This process may take up to 4 weeks. If stationed overseas, this period could be longer. For records certification, students should not contact AFIADL. All inquiries concerning records updating must be routed through the local Military Personnel Flight (MPF), Formal Training Section. **NOTE:** Students in Course 5 no longer routinely receive an AFIADL Form 9 upon completion of Volume 5E; however, if one is received, it will indicate the score for 5E only, NOT the overall course cumulative score.

Diplomas/Transcripts: : Course diplomas and transcripts are handled by AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students should receive a diploma following course completion. Students promoted while enrolled in Course 5 **MUST** update their student records by submitting an AFIADL Form 17 to AFIADL/EII2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. Students PCSing while enrolled in Course 5 **MUST** submit a change to MILPDS to ensure they will receive their diploma in a timely manner. Diplomas will not be re-accomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational institution. Course 5 is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

Student Responsibilities: Enlisted PME distance learning programs are voluntary. **STUDENTS ARE RESPONSIBLE FOR READING AND COMPLYING WITH THE COURSE POLICIES AS LISTED IN THE AFIADL CATALOG** found at

http://www.maxwell.af.mil/au/afiadl/registrar/download_fr.htm. It is the student's responsibility to be aware of the course start and completion dates. No outside agency is tasked with monitoring course progress or completion. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. Students should work with the Education Services Flight or Base/Unit Training to schedule each subcourse examination. Students must follow-up with Education Services or Base/Unit Training personnel after each examination to verify that examination files are successfully transferred to AFIADL (via FTP). All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AFIADL. Provide copies of official orders and AFIADL Form 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AFIADL and the ESF/UTS for any circumstances that might hinder course completion. Students must follow-up on all testing to ensure their test is transmitted and received at AFIADL.

Education Services Flight/Unit Training Section Responsibilities: Although students are ultimately responsible for their own course success or failure, Education and Training personnel must be prepared to assist students by providing accurate enrollment and policy information. Test files should be transferred to AFIADL following each test and confirmed by ESF/UTS. All test files related to authorized testing must be transferred to, and posted by, AFIADL not later than 30 days after the course conclude date. Course Development and Student Administration/Registrar (CDSAR) software is available through AFIADL Data Branch (AFIADL/DOD) and provides real-time, read-only access to student performance data directly from AFIADL. Student enrollment must be verified prior to any test session. CDSAR is the sole source to determine the student enrollment date. It is highly recommended that ESF/UTS personnel refer to CDSAR for accurate information in order to improve student guidance, feedback, and customer service.

AFIADL Responsibilities: All administrative support for Course 5 is provided by AFIADL, including course enrollment, extensions, scoring examinations, duplicating and shipping course materials. AFIADL is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AFIADL must be in writing or through the local ESF/UTS. To contact AFIADL, use the AFIADL Form 17, or write to AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36114-3107. The ESF/UTS can contact the Student Instruction Branch, at DSN 596-4985 or commercial (334) 416-4985. All communications with AFIADL MUST include the student's full name, SSAN, course number, and nature of request.

Software Technical Assistance: The Course 5 Orientation Menu provides information on how to properly use the software and complete the course. Students who experience software problems should first check for identified glitches and fixes on the Course 5 Homepage: http://www.au.af.mil/au/cepme/course5/home_5.htm If the problem is not resolved, then access the customer service web site at <http://www.afiadl.custhelp.com> or call DSN 596-2364/2365/1627 or Commercial (334) 416-2364/2365/1627.

EPC/DOO Responsibilities: The Educational Programs Cadre (EPC), Operations and Training Section (DOO) is the office of primary responsibility for directing EPME distance learning programs. EPC/DOO acts as the liaison between EPC and AFIADL in managing distance learning programs and maintaining program integrity. EPC/DOO is the approval and appellate authority for extension requests and administrative issues. Comments and questions may be directed to EPC/DOO at e-mail: EPC.DOO@maxwell.af.mil.

Noncommissioned Officer Academy Correspondence Course

00006D—Military Studies and Communication Skills

2 Volumes: Activated July 1991; Revised Feb 1998

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

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00006E—Leadership and Management

2 Volumes: Activated July 1991; Revised Jan 1998

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

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1. General: The NCOA Distance Learning Program, Course 6, is a voluntary, paper-based, self-study course administered and managed by the Air Force Institute for Advanced Distributed Learning (AFIADL - formerly ECI) and developed by the Educational Programs Cadre (EPC), College for Enlisted Professional Military Education (CEPME). Enlisted PME distance learning programs are designed to provide professional development to enlisted military members at specific critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The AFIADL Course Catalog, <http://www.maxwell.af.mil/au/afiadl/curriculum/catalog/html/ncoacc00.htm>, is the definitive guidance for all enlisted PME distance-learning programs. Students must review the AFIADL Course Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

2. Content: Course 6 consists of two subcourses, 6D and 6E.

Subcourse 6D consists of two volumes. Volume One examines military studies, such as military skills, Air Force History of the NCO, organization and mission, and national security. Volume Two addresses communication skills.

Subcourse 6E consists of two volumes. Volume One develops an understanding of leadership and management theories, evaluation and reporting concepts, and the need for discipline. Volume Two develops an understanding of quality of life issues, such as health maintenance, personnel programs, and social actions. A graduate survey is included with the subcourse 6E materials. The graduate survey is voluntary, but is encouraged upon completion of all course requirements so that instructional designers may consider feedback for possible course adjustments.

3. Administrative Guidelines: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the NCO Academy Distance Learning Program.

Eligibility:

Active Duty Air Force: Active duty USAF personnel are not eligible to enroll in this course.

AFRC: The following AFRC personnel are eligible for Course 6:

- E-5 with at least 72 months time in service (TIS) with a 7-skill level in their primary AFSC.
- E-6 with a 7-skill level in their primary AFSC

- **NOTE:** Air Reserve Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

ANG: The following ANG personnel are eligible for Course 6:

- E-5 with at least 96 months time-in-service with a 7-skill level in their primary AFSC
- E-6 with a 7-skill level
- E-7 promoted to MSgt under the EPME Air Force promotion deferment policy
- **NOTE:** All members must have at least two years since completion of ALS, resident or DL. Air Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

Other U.S. Military Service Members: Course 6 is open to any US military component personnel (Army, Navy, Marines, Coast Guard) in the grade of E-6 and to non-military technician civil service members in the grade of GS-5, or equivalent WG, WL, and WS.

Course Materials: Course materials are shipped via Fourth Class mail to the address provided by the student. The student is responsible for inventorying these materials and reporting missing materials to AFIADL. An "AFIADL Course Materials Shipping List" is provided with each shipment. An AFIADL Form 17, "Request for Student Assistance" is included as part of the package, if needed. A downloadable AFIADL Form 17 is also available at:

http://www.maxwell.af.mil/au/afiadl/registrar/download_fr.htm **NOTE:** If course materials are lost or damaged they may be replaced without any compensation for loss of time.

Academic & Testing Requirements: There is no single end-of-course examination for Course 6. Each subcourse (6D and 6E) has a separate course examination, and each subcourse requires a minimum passing score of 60 percent. Students must request the 6D subcourse test from AFIADL via AFIADL Form 17, and schedule a time to have the test administered by Education Services Flight (ESF) or Base/Unit Training Section (UTS). There is a single re-test examination only if sufficient time remains on the enrollment to request, receive, and administer the re-test prior to enrollment expiration. Course Failure status results from failing both the initial and re-test examinations. (See Disenrollments and Restrictions). The 6E subcourse test is forwarded automatically following 6D completion. Students who score 90 percent or higher in Course 6 are recognized for Academic Excellence and receive a certificate from the Dean, Educational Programs Cadre in addition to the course diploma. Students must work with the ESF/UTS to ensure the examination is ordered, examination is on-hand, and to schedule the administration of the examination. **NOTE:** The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered. If the actual date the test is taken is not indicated on the answer sheet, the date the test is scored at AFIADL becomes the administration date. AFIADL will accept and score tests if taken prior to course disenrollment (based on the dated answer sheet) and if the answer sheet is received no more than 30 days after the administration or expiration date. STUDENTS MUST FOLLOW-UP WITH ESF/UTS TO ENSURE THEIR TEST WAS SCORED AND POSTED IN THEIR STUDENT RECORD.

Time Lines: Course 6 consists of two 12-month terms: one 12-month term for subcourse 6D and one 12-month term for subcourse 6E. Upon successful completion of 6D, the student will be automatically enrolled in subcourse 6E. The two 12-month terms are exclusive, and unused time from term one may not be applied toward term two. Successful course completion requires successful completion of both subcourses (see Academic and Testing Requirements). The enrollment period includes time required to receive materials, order/receive tests, and submit tests for scoring/posting. There is no waiver to the 12-month enrollment period except as noted in "Extensions" below.

Extensions: Extensions are time compensation for unforeseen circumstances, which impede or prevent course progress or completion. The length of any extension is based on individual circumstances, in 30-day increments, up to a maximum of 6 months and must be submitted prior to course expiration. *Extension requests must be submitted on AFIADL Form 17*, with supporting documentation, to AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36114-3107. AFIADL Form 17 is available at:

http://www.maxwell.af.mil/au/afiadl/registrar/download_fr.htm

Reactivations: Course 6 reactivation is granted when extenuating circumstances preclude individuals from requesting extensions during their enrollment. Course reactivation allows an additional 90 days for completion of testing only. All requests for reactivations must be signed by the unit commander, include a brief history of the trainee's progress, describe circumstances that led to disenrollment, state measures implemented to prevent future disenrollments, and if an exam is required, include a statement that the student is ready to test. Unit commanders should approve reactivations only if requested within 90 days after the course conclude date. After approval by the unit commander, AFIADL will open the enrollment for 90 days, and forward the course examination, if needed. New Course 6 materials will not be forwarded when an enrollment is reactivated. Any requests for reactivation received at AFIADL that have not been signed by the unit commander will be returned for unit commander approval. Reactivations requested beyond 90-days of the course conclude date will not be approved. *Reactivation requests must be submitted on AFIADL Form 17*, with support documentation, to AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36114-3107. AFIADL Form 17 is available at

http://www.maxwell.af.mil/au/afiadl/registrar/download_fr.htm **NOTE:** To allow sufficient time for processing, reactivation requests must reach AFIADL well in advance of the 90-day expired limit. Enrollments that have previously been reactivated for a 90-day period will not be reactivated again.

Disenrollments and Restrictions: Any non-completion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. A restriction period renders the student ineligible to enroll in the same program or a program of the same AFIADL category until after the restriction period ends.

Voluntary Disenrollments: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. This requested must be submitted on an AFIADL Form 17 and mailed to: AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36114-3107.

Student Request (SR): Voluntary disenrollment is considered disenrollment at student request, is coded SR, and will render the student ineligible to reenroll for 6 months.

Involuntary Disenrollments: There are two categories of involuntary disenrollments.

Course Failure (CF): Code CF is a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a re-test. Students disenrolled for course failure incur a mandatory 6-month restriction.

Non-participation (NP): Code NP is a disenrollment category that applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without requesting an extension prior to course completion. Students disenrolled for NP incur a mandatory 1-year restriction. There is no waiver or curtailment of restriction periods, and no partial credit is given for previous enrollment progress.

Voluntary Disenrollments: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. This action must be requested on an AFIADL Form 17 request to AFIADL Team #2: AFIADL/DOI2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643. Voluntary disenrollment is considered disenrollment at student request, is coded SR, and will render the student ineligible for 6 months.

Involuntary Disenrollments: There are two categories of involuntary disenrollments.

Course Failure, Coded CF, is a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a re-test. Students disenrolled for course failure incur a mandatory six-month restriction.

Non-participation, Coded NP, is a disenrollment category that results when a student's enrollment expires without the course requirements being completed. The non-participation disenrollment category applies when a student neither completes nor academically fails the course, but allows the enrollment to expire. Students disenrolled for non-participation incur a mandatory one-year restriction.

Records Update: Course completion will be posted to student personnel records by AFIADL through a direct computer data link to the HQ Air Reserve Personnel Center (ARPC). ARPC will update local files for Reserve and Guard personnel. This process may take up to 4 weeks; therefore, course completion may not be reflected in student records until after students receive their course completion card. If a course completion card is not received within 1 month of course completion, students must follow-up with their Education Office to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact AFIADL. All inquiries concerning records updating must be routed to the local Military Personnel Flight (MPF), Formal Training Section.

Diplomas/Transcripts: Course 6 diplomas and transcripts are handled by AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students should receive a diploma following course completion. Students promoted while enrolled in Course 6 MUST update their student records by submitting an AFIADL Form 17 to AFIADL/EII2, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. Diplomas will not be re-accomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational institution. Course 6 is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

Student Responsibilities: Enlisted PME distance learning programs are *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH COURSE 6 POLICIES AS LISTED IN THE AFIADL CATALOG, and 2) BE AWARE OF THE COURSE START AND COMPLETION DATES. *No outside agency is tasked with monitoring course progress or completion.* Students should work with the ESF/UTS to order and schedule examinations. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered. (See Academic and Testing Requirements.) All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AFIADL. Provide copies of official orders and AFIADL Form 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AFIADL and the ESF/UTS for any circumstances that might hinder course completion. Students must follow-up on all testing to ensure their test is transmitted and received at AFIADL.

Education Services Flight/Unit Training Section Responsibilities: Although students are ultimately responsible for their own course success or failure, Education and Training personnel must be prepared to assist students by providing accurate enrollment and policy information. Course Development and Student Administration/Registrar (CDSAR) software is available through AFIADL Data Branch (AFIADL/DOD) and provides real-time, read-only access to student performance data directly from AFIADL. Student enrollment must be verified prior to any test session. CDSAR is the

sole source to determine the student enrollment date. It is highly recommended that ESF/UTS have access to CDSAR to improve student guidance, feedback, and customer service.

AFIADL Responsibilities: All administrative support for Course 6 is provided by AFIADL, including course enrollment, extensions, reactivations, examination scoring, duplicating, and shipping. AFIADL is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AFIADL must be in writing or through the local ESF/UTS. To contact AFIADL, use the AFIADL Form 17, or write to AFIADL/DOI2, 50 South Turner Boulevard, Maxwell AFB-Gunter Annex AL 36114-3107. The ESF/UTS can contact the Student Instruction Branch, at DSN 596-4985 or commercial (334) 416-4985. All communications with AFIADL should include the student's full name, SSAN, course number, and nature of request.

EPC/DOO Responsibilities: The Educational Programs Cadre (EPC), Operations and Training Section (DOO) is the office of primary responsibility for program management of EPME distance learning programs. EPC/DOO acts as the liaison between EPC and AFIADL in managing distance learning programs and maintaining program integrity. EPC/DOO is the final review and appellate authority for extension requests, exception to policy requests, and policy issues. Comments and questions may be directed to EPC/DOO at e-mail: EPC.DOO@maxwell.af.mil.

Squadron Officer College Nonresident Program

General

Program 26 (Paper Based) and Program 27 (interactive CD-ROM plus 895 pages of paper) do not parallel the resident course. The primary reason is the target audience for the distributive learning course has changed. Our customer base is more than 70% Guard and Reserve who are at the 4-11 year point. They will not have participated in the new Air and space Basic Course. The new SOS course is a bridging course for these individuals. Program 26 and 27 are comprised of 5 Courses or Core areas that are evaluated by 4 tests.

Shipment of Materials

The Air Force Institute for Advanced Distributed Learning (AFIADL) mails the entire correspondence program and any subsequent administrative information directly to the student at their home address. Be sure AFIADL always has your current address. Student materials are shipped via fourth class mail and can take 2-4 weeks and, on occasion, up to 6 weeks for CONUS delivery and 4-8 weeks for overseas delivery. When your materials arrive, open them and immediately check them against the materials list. Mail time is part of your allotted program time, so plan for it.

Retirement Point Credit

The Air Reserve Personnel Center (ARPC) determines and records Air Force Reserve Command (AFRC) and Air National Guard (ANG) retirement points. Don't contact SOC concerning retirement points. HQ ARPC/DDPPKB is the sole authority for awarding these points (DSN 926-6012 or toll free 1-800-525-0102 ext. x71285).

SOC Program

Squadron Officer College's Program 25, CD-ROM only, was activated on 13 Jan 97 and is now closed to further enrollments. Those already enrolled must continue in Program 25 and may not transfer to the new course.

00026A/00027A-Profession of Arms

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 6 CE – 6

Points: Volumes – 2 CE - 2

Content: Profession of Arms focuses on an officer's roles and responsibilities as a commissioned officer.

00026B/00027B-Military Studies

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 15 CE – 6

Points: Volumes – 5 CE - 2

Content: Military Studies examines the make-up of the military and how we function. The student learns about all the services and the concept and history of the Total Force.

00026C/00027C-International Studies

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 12 CE – 6

Points: Volumes – 4 CE - 2

Content: International Studies reviews the concepts of international organizations and Joint Operations. This course examines Joint Vision 2010 and concludes with a detailed Geo-Political review of the most active hot spots around the world.

00026D/00027D-Communication Studies

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 12 CE – 6

Points: Volumes – 4 CE - 2

Content: Communication Studies teaches the concept of good writing and briefing in a well-organized, well-supported and concise manner.

00026E/00027E- Leadership and Management Studies

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 21 CE – 6

Points: Volumes – 7 CE - 2

Content: Leadership & Management Studies explores the complete range of leadership from what it is, how to lead with historical examples of leadership and how to be a good follower. The student also learns other areas of leadership such as Problem Solving. Additional material in this area covers risk management, mentoring and the personnel system.

Minimum:

- Pentium 100 MHZ CPU and 32Mb RAM
- 8X CD-ROM
- 30Mb available hard drive space
- 100% Sound Blaster compatible sound card
- 16 bit color video adapter
- Speaker or headset
- Windows 95, 98 or NT 4.0 **

****NOTE:** With NT, you will require a Win 95/98 machine to complete the simulation at the end of the course.

Recommended System Requirements:

Same as minimum system with the addition of

- Pentium 233 or faster CPU

- 16X CD-ROM

Record Update

The only agency authorized to update your records is the Officer PME Branch (AU/CFRO). Phone numbers are DSN 493-4814/4776 or Commercial 334-953-4814/4776. The new fax number is DSN 493-8127 or Commercial 334-953-8127, and the new address is 60 Shumacher Ave, Maxwell AFB AL, 36112-6337. The Officer PME Branch has a direct computer link to the Air Force Personnel Center (AFPC) to input data. AFPC updates local Military Personnel Flight (MPF) computers and HQ ARPC (for AFRC and ANG) files. Your master record will be updated in 3-4 days. This information then passes to your local MPF. This process may take up to 4-6 weeks. Don't contact AFIADL or SOC concerning your record update unless you are meeting a board in less than a week. Check with your MPF Classification and Training unit.

NOTE: No record of test scores, test failures, or disenrollment is kept in your records. Program completion is the only event recorded in your official personnel record.

Course Completion

A course is not considered officially complete until AFIADL receives your test answer sheet, grades it, and posts a passing score to your record. You must take each course in sequence. The average mail-and-processing-time is 7 days from CONUS and 14 days from overseas. AFIADL will notify you by postcard of your test score and course completion (provided they have your current mailing address). Remember: Program 26/27 consists of five courses. All courses must be completed successfully to complete the program. After all program requirements are complete, AU Registrar will send the student a diploma. Be patient.

Transcripts

All transcripts must be requested by the student in writing from the Services/Records Branch of AU/Registrar, Maxwell AFB, Bldg 803. Letters may be mailed to Air University Registrar (AU/CFRR), 60 Shumacher Ave, Maxwell AFB, AL 36112-6337. All requests must include the student's name, any previous names used, social security number, dates of attendance, school or course completed, complete address where the transcript is to be mailed, the student's signature, current address, and phone number. The above information may also be faxed to (334) 953-8127. Call DSN 493-8128/1240 or Commercial 334-953-8128/1240 for additional information. There is no fee.

Time Limits

The SOC distributive learning Program is an 18-month program. The academic time schedule is 12 months with an additional 6 months given to complete the course due to current operation tempos, possible TDYs or PCS, mail time, administrative processing, and posting of scores. The student must successfully complete all the courses within 18 months from the original program enrollment date. There is no requirement to complete a certain test within a specified time frame as long as all four tests are successfully completed within the 18-month time limit. History shows procrastination is the biggest culprit in noncompletion. Students are responsible for tracking their own time limits. It is not the responsibility of the Education Office or Test Control Office (TCO) to track the student time limits.

Extensions are granted only under mitigating circumstances!

Enrollment Reminder

Program 26 is the paper version, Program 27 is the multimedia (CD-ROM and paper) version. Specify Program 27 when enrolling at the base education office to receive the multimedia version. You may not change once your course is shipped. We highly encourage students to enroll in Program 27 (the CD-ROM version) since it is a more effective learning tool.

Disenrollment

To request disenrollment, complete an AFIADL Form 17 through your education office or electronically via the AFIADL web site and forward it to AFIADL. Be sure to fill out the top portion completely, mark the appropriate block on the form, and sign it (student signature). If the student does not complete the program within the 18-month time limit, fails a retest, or requests disenrollment via an AFIADL Form 17, they will be disenrolled. When this happens, they enter a restriction period of 6 months, during which the student is unable to enroll in any PME course. Additionally, when the student is eligible to re-enter the program, they do so from the beginning. No credit will be given for prior work accomplished. For example, if the student fails the last test (Course E, Leadership and Management Studies of Program 26 / 27) and subsequently fails the retest, they are not able to re-enroll for 6 months; when they re-enroll, they must start in the first course (Course A, Profession of Arms).

Eligibility

Any US armed forces officer (active duty, Reserve, or National Guard) in the grade of captain (0-3) or above is eligible (selects are not eligible at this time). Additionally, officers of the Civil Air Patrol in the grade of captain or above and federal civilian employees in the grades of GS-9, WG-10, WL-9, and WS-8 and above are eligible.

NOTE: The resident program 7-year TAFCS restriction (ETCA 36-2223, formerly AFCAT) for active duty officers doesn't apply to the nonresident program.

Testing

Programs 26 and 27 have five courses but only 4 tests. Course B and C are tested together. The minimum passing score is 65 percent. When AFIADL mails the program material, they automatically forward the first test, Officership, to the TCO. Tests are sent first-class mail and average 7 days for stateside delivery and 14 days for overseas delivery. You should contact the TCO and let them know you have enrolled. Be sure to work with them to schedule a time to take the test; first ensure they have actually received your test materials before scheduling a testing time. When the student completes the test, the TCO mails the answer sheet to AFIADL for scoring. Do not FAX the answer sheet to AFIADL. AFIADL will also forward subsequent tests automatically after the prior test has been scored. Tests for multiple courses will not be sent in advance. Students who fail a test are permitted one retake, provided the retake is successfully completed within the 18-month time limit. No extension is permitted simply because a student needs time to retest. The test may be at the TCO, but if it is not completed and mailed by the TCO within the 18-month limit, no credit will be given (see disenrollment).

NOTE: The student should receive a card to inform them which areas showed difficulty on the test. The numbers used indicate the objective area(s) missed not the test question itself. Therefore, you may see the same number more than once. This would indicate the student missed more than one question from that objective area. The number relates directly to the objective number in the text materials. Test mailing, scoring, and posting are part of the 18-month time limit.

Academics

The student alone is responsible and accountable for understanding and meeting the overall program and individual course requirements within the time constraints.

Intermediate Officer PME (ACSC)

General

The ACSC Distance Learning (DL) Program was established in 1948 to provide intermediate-level PME via correspondence to officers unable to attend ACSC in-residence. In 1969, ACSC expanded the scope of the DL program by implementing a seminar program to provide for the sharing of opinions, expertise, and experiences among the seminar members. Both the seminar and correspondence programs achieved reaccreditation for JPME Phase I credit in 1997.

Today, technology offers opportunities to improve upon the traditional seminar and correspondence programs. The ACSC distance learning staff is continually exploring new and better ways to meet the demand for professional military education of midcareer officers stationed throughout the world. All of these efforts are designed to narrow the gap between resident and nonresident students. CD-ROM, internet, and satellite technologies have tremendous promise for delivering a quality educational experience and clearly identifies ACSC as a pacesetter not only within Air University but within the educational community.

Eligibility

ACSC nonresident programs are offered to US active duty, Reserve, and National Guard major selectees and above from all services. DOD civilian employees in or above the grade of GS-11 (or equivalent) may also enroll. International applicants for nonresident ACSC must be a major selectee or higher or equivalent grade civilian employee of the military department of a country or international organization assigned to a DOD billet. International officers may also enroll through the Foreign Military Sales (FMS) training sponsorship program. Specific instructions are listed in AFI 36-2301 and at the ACSC public web site: <http://wwwacsc.maxwell.af.mil>.

Program Description

The Air Command and Staff College nonresident curriculum is designed to support the three components of ACSC's mission statement: first, to prepare leaders for higher level command and staff responsibilities; second, to prepare leaders to understand, plan, and execute components of an air campaign and the joint campaign planning process; and third, to prepare leaders to think logically and critically at the operational level in order to expand and advance the body of air and space knowledge.

The course of study is an integrated process. It begins with studies designed to enhance the students' leadership and command skills and it ends with lessons in which students will learn about possible future force structures needed to meet an undefined and technologically accelerating future.

The ACSC distance learning curriculum is delivered via printed books, CD-ROM, and the Internet. Students receive an integrated multimedia curriculum that includes textbook readings, video, and interactive applications. Students may choose one of three methods to complete the program. Students have 18-months to complete this program and must achieve a minimum score of 70% on each of 6 examinations and complete 4 online exercises.

1. **Correspondence (self-study):** This method affords students the opportunity to choose the time and place of study. ACSC provides the framework for completing this program by providing a recommended schedule for students to follow. Students may enroll at any time throughout the year.
2. **Seminar:** In this 11-month program students meet weekly (on-base) in a forum designed for the free exchange of ideas and opinions on vital issues facing the USAF, DOD and the nation. Seminar participants share unique background experiences and technical expertise. ACSC provides the framework for conducting the seminar program by providing a schedule for the seminars to follow. This seminar is composed of 8-18 members and begins in August of each year.

3. **Cyber-Seminars:** In this 11-month program students meet weekly in a "cyberspace" forum designed for the free exchange of ideas and opinions on vital issues facing the USAF, DOD and the nation. Seminar participants share unique background experiences and technical expertise. Beginning in August of each year, students conduct weekly meetings in the ACSC Electronic Classrooms. ACSC provides the framework for conducting this seminar by providing a schedule for the seminars to follow. The seminar is composed of 8-15 members. (NOTE: Each student must subscribe to an on-line service providing Internet access and are financially responsible for all costs associated with their on-line services. Students choosing this method of study must contact the ACSC Distance Learning Department upon enrollment.)

NOTE: All three forms of enrollment correspond to the same personnel record entry upon successful course completion, namely "Nonresident."

Students selecting the seminar and cyber-seminar methods must accomplish the following within 18 months to graduate; achieve a minimum score of 70% on each of six examinations, complete 4 online exercises, and serve as a seminar leader for a variety of lessons.

ACSC has a Distance Learning Electronic Campus on the Internet. Any student enrolled in the ACSC program may have access to the campus. The campus contains a library with lesson plans, audio/video files, readings and interactive computer simulations. Additionally, students can post messages on the bulletin boards and join on-going discussions in the chat areas. For additional information or to obtain access to the campus contact ACSC Distance Learning Department at DSN 493-7901 or (334) 953-7901, 1-800-316-7042 or e-mail: acsmdl@maxwell.af.mil.

NOTE: Students are financially responsible for all costs associated with their on-line services.

Joint PME/Intermediate Service School (ISS) Credit

ACSC distance learning programs (AY91 and later) grant two types of PME credit: Joint PME credit, approved by the Chairman of the Joint Chiefs of Staff, and ISS credit, approved by each service. Joint PME Phase I credit is awarded to members of all services. ISS credit is determined separately by each service for each PME school. In May 1997, ACSC received a five-year reaccreditation for its nonresident PME programs.

00030A-Air Command and Staff College (ACSC) Distance Learning (Multimedia Correspondence Course - Version 3.1)

2 CDs and 4 printed Coursebooks: Activated Jul 2000 Revised Jul 2001

Hours: 57

Points: 19

Content: Lessons include: Leadership and Command: Military Leadership In The New Millennium, The Role Of A Leader In The Development And Maintenance Of Organizational Culture; National And International Security Studies: Perspectives On The International System, Tools For International Strategy And Policy, National And International Security Issues, Part 1 and 2.

00030B-Air Command and Staff College (ACSC) Distance Learning (Multimedia Correspondence Course - Version 3.1)

4 printed Coursebooks: Activated Jul 2000; Revised Jul 2001

Hours: 48

Points: 16

Content: Lessons include: Nature Of War: Foundational Perspectives On The Nature Of War: The Western Perspective, Foundational Perspectives On The Nature Of War: The Non-Western Perspective, An Analytic Framework For The Study Of The Nature Of War, Part 1 and 2, War Termination And Conflict Resolution.

00030C-Air Command and Staff College (ACSC) Distance Learning (Multimedia Correspondence Course - Version 3.1)

4 printed Coursebooks: Activated Jul 2000; Revised Jul 2001

Hours: 60

Points: 20

Content: Lessons include: Military Studies: The Age Of Total War, Evolution In The Interwar Years, Air Power And The Operational Level Of War, Part 1 and 2, Modern Theories Of Air and space Power; Leadership And Command, Phase II: Developing A Personal Leadership Philosophy By Knowing Yourself , The Role Of A Leader In The Development And Maintenance Of An Effective Air Force Team.

00030D-Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Nonresident Program)

2 CDs and 5 printed Coursebooks: Activated Jul 2000

Hours: 63

Points: 21

Content: Lessons include: Operational Forces: Roles And Functions Of The US Armed Forces and US Air Force Operations, US Maritime Forces: The Navy, Marines, And Coast Guard, United States Army Operations And Special Operations Forces, Operational Force Enablers (Part I): Command And Control For Joint Air Operations, And Intelligence Support To Operations, Operational Force Enablers (Part II): Force Protection, Reserve Component, Agile Combat Support, Defense Transportation System, And A Logistics Overview.

00030E-Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Nonresident Program)

2 CDs and 5 printed Coursebooks: Activated Jul 2000

Hours: 51

Points: 17

Content: Lessons include: Air and space Operations: Air and space Doctrine And Strategy, Command And Control (C2) For Air and space Operations, Air and space Power Employment, Air and space Operations Planning Tools For The JAOP Through The ATO, The Joint Air Operations Plan (JAOP) (Stages I-V).

00030F-Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Nonresident Program)

2 CDs and 5 printed Coursebooks: Activated Jul 2000

Hours: 132

Points: 44

Content: Lessons include: Joint Operations And Campaign Planning: Joint Doctrine And Organization, Defense Planning Systems, Joint Campaign Planning: Deliberate Planning, Joint Campaign Planning: Crisis Action Planning, Advanced Planning Considerations And Case Studies; Leadership And Command, Phase III: Challenges To Leadership And Resources Available To The Leader, Preparing For Tomorrow While Leading In Today's Air Force. Air Force Exercise: Strategy; Future Capabilities And Concepts: How To Study The Future, Scanning The Horizon For Change, Wildcards, AF Application Of Future Concepts.

Required Equipment: To use the CD-ROM and participate in this program you must, as a minimum, own or have access to:

- IBM compatible computer.
- 486/100 MHz, Windows 95, 98, or NT operating systems.
- Browser software (Internet Explorer or Netscape versions 3.02 or greater).
- Real Player (Version 7 or greater).
- 16 Mb of RAM.
- VGA monitor and video card capable of displaying 64K colors.
- Quadspeed (4X) CD-ROM drive.
- 16-bit sound card.
- Speakers or headphones.
- Access to the Internet.

Recommended Equipment:

- IBM compatible computer with a Pentium or equivalent CPU.
- 333 MHz or faster.
- Windows 95, 98, or NT operating systems.
- Browser software (Internet Explorer or Netscape versions 5 or greater).
- Real Player (Version 7 or greater).
- 64 Mb of RAM.
- 17 inch SVGA monitor with 8 MB video card.
- 32-speed (32X) CD-ROM drive.
- 32-bit sound card, speakers, or headphones.
- Access to the Internet / 56K modem.

NOTE: Internet Explorer, Netscape, and Real Player can be downloaded free. See section on "CD installation requirements" for website addresses.

Air War College Non-Resident Program

General

The AWC Nonresident Studies Program provides a seminar or correspondence option for program completion, both of which parallel, as closely as practical, the resident school curriculum. These self-study programs are designed for eligible senior level personnel who are unable to attend AWC in residence.

1. The Seminar Program provides the advantage of group interaction and exploits the advantages of individual learning with group discussion and informal exchanges of views. Small group seminars of 8 to 20 students meet regularly for 40 lessons as specified in the Student Guide and Seminar Handbook.
2. The Correspondence Program is specifically designed to meet the needs of those who do not have a seminar available or cannot meet seminar attendance requirements.

Eligible applicants may enroll in the AWC seminar program between March and July and may enroll in the correspondence program at any time. Applicants must complete [Maxwell AFB Form 53](#) and obtain servicing ESO signature as well as the appropriate test control facility number (available from the ESO) to enroll in either program. *AFIADL Form 23, APDSII, or previous versions of Maxwell Form 53 will not be used for enrollment.* Completed Maxwell Forms 53 may be submitted via mail to AWC/NSE, 325 Chennault Circle, Maxwell AFB, AL 36112-6427 or, fax the enrollment form to DSN 493-7225, commercial (334) 953-7225.

Time Lines

The Air War College, nonresident studies course correspondence program consists of 3 terms in which allows a maximum of six months to complete each term. The Seminar Program academic year starts in early August and continues until mid June. Requests for an extension of any suspense date must be in writing, endorsed by your wing/group (0-6) commander or equivalent, and received at least two weeks prior to the due date.

Content

Course content for both the correspondence and seminar programs contain the same reading selections for five courses that are delivered in three terms and an elective. The nonresident curriculum for both the correspondence and seminar programs are designed to prepare students to function more effectively in an increasingly complex and rapidly changing world environment. The core curriculum focuses on: Future Conflict Studies; Military Strategy, Doctrine and Airpower; Leadership and Ethics; National Security Decision Making; Regional Studies, and CHEX (Crisis Handling Exercise); and Joint Force Employment and CAMPEX (Campaign Planning Exercise). The elective is designed for students to broaden their studies in one of the core curriculum areas.

Units of Study for the Air War College Seminar Program

Students in this program will register for the following three units of study which are revised yearly. Additionally, for both the seminar and correspondence programs, the writing assignment earns 40 additional hours and the elective 30 additional hours. **NOTE:** The elective was referred to as Volume IV in the 7th and 8th Editions.

●00043A-Air War College Seminar Program, Term I

Study Hours: 180 - Points: 60

●00043B-Air War College Seminar Program, Term II

Study Hours: 156 - Points: 52

●00043C-Air War College Seminar Program, Term III

Study Hours: 144 Points: 48

●00043D-Air War College Seminar Program, Elective Course

Study Hours: 30 Points: 10

Units of Study for the Air War College Correspondence Program

Students in this program will register for the following terms yearly:

●00042A-Air War College Correspondence Program, Term I

Study Hours: 150 - Points: 50

●00042B-Air War College Correspondence Program, Term II

Study Hours: 130 - Points: 43

●00042C-Air War College Correspondence Program, Term III

Study Hours: 120 - Points: 40

● 00042D-Air War College Correspondence Program, Elective Course

Study Hours: 30 - Points: 10

Eligibility

The Nonresident Studies are available to:

1. Active and nonextended active duty Air Force (active, ANG, USAFR) lieutenant colonel selectees and above.
2. Active and nonextended active duty lieutenant colonel (or equivalent) selectees and above of the other components of the US Armed Forces.
3. US federal civilian employees, GS or GM-13 and above.
4. Civil Air Patrol officers in the grades of lieutenant colonel selectee and above are eligible for enrollment in the Correspondence Program only.
5. Eligibility criteria and procedures for international officers and civilian enrollment in AWC Nonresident programs are in AFI 36-2301.

Career Development Courses (CDCs)

(1A) Aircrew Operations

1A051-In-Flight Refueling Operator Journeyman

2 Volumes: Activated Mar 97

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

Content: Volume 1 covers general areas of the job responsibility by giving important facts related to this career field ladder, history, safety, and publications. It also covers passenger handling, fleet service, border clearance, basic aerodynamics, and weight and balance. Volume 2 covers aircraft systems, cargo, and navigation.

1A151B-HelicopterFlight Engineer Journeyman

4 Volumes: Activated May 97; Revised Feb 00

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

Content: Volume 1 contains information about career progression, the duties of a helicopter flight engineer, inspections, safety, flight management, Air Force publications, aircraft equipment records, and aircraft inspection. Volume 2 covers helicopter construction features, landing gear systems, auxiliary systems, and flight control systems (primary and automatic). Volume 3 discusses the power plants and related systems. Volume 4 gives an overview of several of the helicopter systems.

1A151C-Flight Engineer Journeyman (Fixed Wing, Performance Qualified)

5 Volumes: Activated Aug 94; Revised Aug 99

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

Content: Volume 1 contains information about responsibilities and duties as a flight engineer specialist. It also covers security, safety, publications, training, flight management, aircraft records, and air and space ground equipment. Volume 2 discusses weight and balance and aircraft performance during all phases of flight. Volume 3 discusses aircraft inspections and emergency procedures, general aircraft system knowledge on ground handling, refueling, hydraulics, flight controls, landing gear, brake systems, and cargo doors/visor systems. Volume 4 covers the power plant systems (jet and propeller), bleed air, air-conditioning systems, and pressurization systems. Volume 5 covers aircraft systems and subsystems.

1A251-Aircraft Loadmaster Journeyman

2 Volumes: Activated Dec 95; Revised Feb 00

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 covers general areas with important facts related to career field ladder, publications, and documenting aircraft discrepancies; also, it covers more information on passenger/troop handling, fleet service, anti-hijacking, border clearance, and the Tanker Airlift Control Element. Volume 2 covers aircraft weight and balance, loading and unloading aircraft, air transportation of hazardous materials, and airdrop.

1A351A-Airborne Communications and Electronics Specialty Journeyman

3 Volumes: Activated Jul 97; Revised May 01

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers information used by all aircrew members ranging from security to airborne platforms. Volume 2 covers publications and general aircraft-related information. Volume 3 addresses voice and data operations.

1A351B-Airborne Communications and Electronics Specialty Journeyman

4 Volumes: Activated Oct 97; Revised May 01

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

Content: Volume 1 covers basic electronic principles. Volume 2 covers communication principles along with test equipment and wiring diagrams. Volume 3 discusses specific communication and navigation utilized on the aircraft you fly. Volume 4 covers computers and electronic warfare principles and equipment.

1A451-Airborne Warning Command and Control Systems Journeyman

2 Volumes: Revised May 97; Revised Jun 01

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers general information, air and space sensors, weather, operational procedures, electronic warfare, and safety. Volume 2 covers various communications systems, as well as command and control systems.

1A551-Airborne Mission Systems Journeyman

6 Volumes: Activated Aug 00

Hours: Volumes - 132 CE - 33

Points: Volumes - 44 CE - 11

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Content: Volume 1 contains information about the history, functions and capabilities of the Airborne Warning and Control System (AWACS) and Joint Surveillance Target Attack Radar System (JSTARS). It also covers information on the 1A5X1 career field, publications and forms, operations/flight management, aircrew member responsibilities, and safety. Volumes 2 looks at the fundamental concepts of computers, radar/IFF and networks. Volume 3 discusses the E-3, AWACS, computer and display systems. Volumes 4 and 5 discuss the E-3's vast radar and IFF systems. Volume 6 covers the computer network and radar system of the E-8, JSTARS aircraft.

(1C) Command Control Systems Operations

1C051-Airfield Management Journeyman

4 Volumes: Activated Jan 95; Revised Jan 01

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

SALE RESTRICTED (For Official Use Only and Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the management of office publications, communications security (COMSEC) material, and flight information publications (FLIP). Volume 2 pertains to airfield design and management. Volume 3 pertains to flight planning displays, publications, and emergency actions. Volume 4 pertains to flight plans, NOTAMs, passenger processing, and flightline driving program.

1C052-Operations Resource Management Systems Journeyman

5 Volumes: Revised Jan 98

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

Content: Volume 1 explains the Career Field Education and Training Package (CFETP); discusses the Status of Resources and Training System (SORTS) reporting system; looks at data processing from a user's standpoint; covers system management capabilities, policies, and procedures for maintaining AFORMS II; discusses the Privacy Act; and covers technical references of importance. Volumes 2A and 2B reinforce your basic knowledge of the Air Force policies, procedures, and programs that we use to manage flying personnel. Volume 3 covers Air Force policies, procedures, and programs used in aircrew training, scheduling, and flight time processing. Volume 4 discusses the six AFORMS data base subsystems screens and reports.

1C071-Airfield Management Craftsman

2 Volumes: Activated August 95; Revised Aug 1999

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 covers subjects that range from identifying the responsibilities of the subordinate airfield management support functions to the responsibilities of the organizations who support airfield management to provide safe flight service. Volume 2 covers subjects that range from airfield pavement design to ensuring personnel are qualified to drive on the flightline.

1C072-Operations Resource Management Systems Craftsman

1 Volume: Activation Jul 96; Revised August 2002

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: Unit 1 discusses operations security (OPSEC) in relation to AFSC 1C072; Unit 1 also includes the Privacy Act Program. Unit 2 addresses safety as it applies to your work center. Unit 3 covers Air Force Publications with a review of the Flight Information Publications (FLIPS) system. In Unit 4, we talk about data processing functions and data base management as it affects you. Finally, Unit 5 covers officer boards and reviews the requirements as they apply to each Aeronautical Rating Board (ARB) and Flight Evaluation Board (FEB).

1C251A-Combat Control Journeyman

3 Volumes: Activated Oct 94; Revised Apr 2000

Hours: Volumes 33 - CE - 9

Points: Volumes 11 - CE - 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers publications used by combat controllers, general flight rules, and aviation weather reports that are used in the United States. Volume 2 covers the different types of flight operations such as, traffic control responses to emergencies and specific emergency situations, VFR operations, and VFR departures. Volume 3 covers an in-depth coverage of IFR and radar operating procedures.

NOTE: 1C2X1 students may enroll in either Course 1C251A or 1C251B, but must complete both courses in order to receive 5-level certification.

1C251B-Combat Control Journeyman

4 Volumes: Activated November 95; Revised Apr 2000

Hours: Volumes - 90 CE - 24

Points: Volumes - 30 CE - 8

SALE RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel

Content: Volume 1, *Individual Skills*, covers weapons usage and maintenance; demolitions and explosives; combat first aid; and knowledge of nuclear, biological, and chemical warfare. Volume 2 covers combat control operations including assault zones, small unit tactics, fire support, and intelligence. Volume 3 covers employment techniques and includes airborne, water, and surface operations. Volume 4 covers communications and includes radiotelephone procedures, field radio techniques, communications security, portable and vehicle mounted radios, navigational aids, and power sources.

1C351-Command and Control Journeyman

2 Volumes: Revised June 98

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

SALE RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel

Content: Volume 1 covers command post training and administration, security procedures and concepts, and communications systems. Volume 2 begins with a review of command and control terms, processes, and structures, followed by in-depth coverage of specific command posts functions.

1C451-Tactical Air Command and Control Journeyman

3 Volumes: Activated Aug 94; Revised May 2001

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 provides an introduction to Tactical Air Command and Control Specialist. It covers maps and compass, tactical communication, the Army signal operating instructions (SOI), and field radio techniques. Volume 2 covers combat Air Force, Theater Air Control System (TACS) organization, US Army organization and mission, weapons capabilities, theater air support, and artillery coordination. Volume 3 deals with the equipment used to accomplish the mission of a Tactical Air Command and Control Journeyman. It includes both communication and support equipment.

1C551-Air and space Control and Warning Systems Journeyman

3 Volumes: Activated Oct 97; Revised Jan 2000

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers commands and alerting/reporting procedures; air and space sensors concepts, types, and their components; types of weather and its effect on radar; different types of weather observations and related aviation routine weather reports; and communications systems and their many uses. Volume 2 introduces the different systems with which you may have an opportunity to work, and configurations and the positions that are available at those units. Volume 3 covers operational procedures for the 1C551 career field.

1C651A-Space Systems Operations Journeyman

2 Volumes: Activated May 1999

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 discusses the way the 1C651 Air Force Specialty Code is devised, information contained in it, the responsibilities of the different skill levels, possible hazards, a brief history of the two principle spacelift ranges, duties that a space operator will encounter while performing spacelift range operations, the concepts of orbital mechanics, and the concepts involved in maneuvering a satellite in space. Volume 2 covers satellite design and the Air Force Space Command.

Special Information: CDCs 1C651A and 1C651B may be taken in any order.

1C651B-Space Systems Operations Journeyman

2 Volumes: Activated May 1999

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers the Missile Warning aspect, the Space Based missile warning assets and the Ground Based portion of missile warning. Volume 2 discusses the overall organizational structure of Space Command.

Special Information: CDCs 1C651A and 1C651B may be taken in any order.

27131-Airfield Management Apprentice

1 Volume: Revised Jan 1992

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: This course consists of one volume of general information about the duties in airfield management. It provides information on airfield management, aircraft and airspace, flight data, show and tell, and miscellaneous flight data information.

(1N) Intelligence

1N051-Intelligence Applications Journeyman

6 Volumes: Activated Mar 97; Revised Nov 1999

Hours: Volumes - 123 CE - 30

Points: Volumes - 41 CE - 10

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 is an introduction into intelligence duties and related intelligence specialties. Volume 2 covers the different ways intelligence provide support to operations. Volume 3 discusses the different target materials available. Volume 4 covers targeting and mission planning. Volume 5 covers the different sensor systems and the way to exploit imagery. Volume 6 discusses military theory and force employment doctrine.

1N151-Imagery Analysis Journeyman

5 Volumes and 2 classified supplements: Revised Jan 98

Hours: Volumes - 117 CE - 33

Points: Volumes - 39 CE - 11

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 reinforces the intelligence fundamentals learned in the three-level course. Volume 2 covers maps, charts, target materials and the geographical considerations of the MAJCOMS. Volume 3 provides information on the principles of imaging mediums, sensors, and reconnaissance platforms (this volume has a classified supplement). Volume 4 covers mission planning, intelligence data handling systems, softcopy imagery manipulation, and report writing (this volume also has a classified supplement). Volume 5 presents imagery analysis techniques used to identify airfields, transportation networks, military installations, electronics installations, offensive and defensive missile systems, industrial installations, and battle damage assessment.

Special Information: Questions concerning course content or material should be addressed to the 315 TRS/DOED, 154 Canberra Street, Goodfellow AFB, TX 76908-4001 (Attn: 1N151 CDC Developer) or by calling DSN 477-5612 (0800-1600 CST). **ENSURE CLASSIFIED QUERIES AND COMMENTS RELATING TO CLASSIFIED SUBJECTS REMAIN WITHIN APPROPRIATE SECURITY CHANNELS.** Classification of this CDC is SECRET-not releasable to Foreign Nationals.

NOTE: Only the supplements to Volumes 3 and 4 are classified, all other material is FOR OFFICIAL USE ONLY.

Prerequisites for enrollment:

1. Anyone in the 1NXXX (20XXX) career ladder structure.
2. This CDC is mandatory for personnel in upgrade training to the 1N151 AFSC.
3. SECRET security clearance.
4. Working in an area accredited for storage of SECRET Norform materials. The classified supplements for this course are unit property and must be returned to the unit upon completion of the course. The Unclassified FOUO volumes are individual issue and may be retained by the individual upon completion of the course.

1N251-Signals Intelligence Production Journeyman (Cryptologic)

2 Volumes: Rev Aug 98

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: This course contains 2 volumes. Volume 1 covers Security, Intelligence Community, Operations Management and Support, Communication Identification, and COPES and File Processing. Volume 2 explains Principles of Radio Wave Propagation and Signal Classification, Radio Signal Collection, Telecommunications, and Intelligence Production. There are self-test questions at the end of each chapter and a volume review exercise at the end of each volume.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DOI), 50 South Turner Blvd, Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 312 TRS/DOCXC, 156 Maurader St. Goodfellow AFB, TX 76908-4113. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels.

Classification of this CDC is TOP SECRET-SPECIAL INTELLIGENCE.**Prerequisites for Enrollment:**

1. PAFSC of 1N2X1
2. TOP SECRET SCI security clearance.
3. Working in an area accredited for handling and storage of TOP SECRET SCI material.
4. This CDC is mandatory for personnel in upgrade training to 1N251 AFSC.

The study volumes for this course are not individual issue but are unit property and must be returned to the unit upon course completion.

1N271-Signals Intelligence Production Craftsman (Cryptologic)

1 Volume: Activated Apr 96

Hours: Volume - 27 CE - 9

Points: Volume - 9 CE - 3

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: This course contains 1 volume. This volume covers National Intelligence Community, United States SIGINT System, SIGINT Support to Joint Operations, SIGINT Sites and Functions, Operations Management and Support, Satellites, Mobile and Airborne Systems Capabilities, and CRITIC Reporting. There are self-test questions at the end of each chapter and a volume review exercise at the end of each volume.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DOI), 50 South Turner Blvd, Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 316 TRS/DOCEC, 259 Ft Griffin Ave., Goodfellow AFB, TX 76908-3402. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. Classification of this CDC is SECRET-CONTAINS SPECIAL INTELLIGENCE.

Prerequisites for Enrollment:

1. PAFSC of 1N2X1
2. TOP SECRET SCI security clearance.
3. Working in an area accredited for handling and storage of TOP SECRET SCI material.
4. This CDC is mandatory for personnel in upgrade training to 1N271 AFSC.

The study volume for this course is not individual issue but is unit property and must be returned to the unit upon course completion.

1N35XX-Cryptologic Linguist Journeyman

2 Volumes: Revised June 98; Revised Jan 1999

Hours: Volumes - 51 CE - 18

Points: Volumes - 17 CE - 6

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 covers the national intelligence structure, the signals intelligence community, and security. Volume 2 covers the fundamentals of communications, traffic analysis, and advisory support.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AFIADL/DOI, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/DODE, 156 Marauder Street, Goodfellow AFB, TX 76908-3402.

Prerequisites for enrollment: PAFSC of 1N33XX, a TS/SCI security clearance, and SCI storage capability.

1N37XX-Cryptologic Linguist Craftsman

1 Volume: Revised Jul 98; Revised Feb 1999

Hours: Volumes - 27 CE - 9

Points: Volumes - 9 CE - 3

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: The course covers the Air Force intelligence structure, information operations, resource management, and signals intelligence reporting.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AFIADL/DOI, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/DODE, 156 Marauder Street, Goodfellow AFB, TX 76908-3402.

Prerequisites for enrollment: PAFSC of 1N35XX (See note 1), a TS/SCI security clearance, and SCI storage capability.

NOTE: SSgt or above that has completed 7-level CDC for AFSC 1N2, 1N4, or 1N5; and has completed a 1N33XX apprentice course will satisfy the 1N35XX requirement.

1N451-Signals Intelligence Analysis Journeyman

2 Volumes: Activated Jul 96; Revised Jun 1999

Hours: Volumes - 81 CE - 12

Points: Volumes - 27 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 covers national intelligence structure, United States Cryptologic Service (USCS), security, intelligence operations, electronic intelligence, weapons systems and functions, and blue forces organizations. Volume 2 covers communications methods and modes, computers, SIGINT Reporting, advisory support, and collection management.

Special Information: Classification of this CDC is SECRET-CONTAINS SENSITIVE COMPARTMENTED INFORMATION. All queries or comments pertaining to enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DOI), 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/DOCEC, 156 Marauder St., Suite B, Goodfellow AFB, TX 76908-3402. Ensure that CLASSIFIED queries and comments or those related to CLASSIFIED subjects remain in appropriate security channels.

Prerequisites for Enrollment:

1. PAFSC of 1N251, 1N351, and 1N451.
2. TOP SECRET SCI security clearance.
3. Working in an accredited area for storage and handling of TOP SECRET SCI material.
4. This CDC is mandatory for upgrade to the 5-skill level.

Hardcopy study volumes for this course are not individual issue but are unit property and must be returned to the unit upon course completion. Electronically distributed copies are available on NSANet and Interlink.

1N551-Electronic Signals Intelligence Exploitation Journeyman

5 Volumes: Activated Sep 94; Revised Oct 2000

Hours: Volumes - 246 CE - 63

Points: Volumes - 82 CE - 31

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 is Signal Theory; Volume 2 is Radar Theory and Signal Processing; Volume 3 is Modulation, Applications, and Space Principles; Volume 4 is Intelligence Disciplines, Organizations, and Support to Military Operations; and Volume 5 is Information Operations, Electronic Combat Platforms and Operations, Computers, and Data Processing.

Special Information: Volumes 1 and 2 contain SECRET/NOFORN information. All queries or comments pertaining to enrollment or test administration should be addressed to: AFIADL/DOI, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or material should be addressed to the 316 TRS/DOCEC, 156 Marauder St., Suite B, Goodfellow AFB, TX 76908-3402. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. CLASSIFICATION of this CDC is SECRET/NOFORN.

Requirements for Successful Completion: A minimum score of 65 percent on CE 1N551.

Prerequisite for Enrollment:

1. Anyone with a PAFSC in the 1N551 career ladder structure.
2. SECRET security clearance.
3. Working in an area accredited for storage and handling of SECRET material. The study volumes for this course are considered to be classified working papers once an individual completes the course and must be protected as such. When personnel who are in mandatory upgrade training depart the unit, the classified study volumes will be shipped to their gaining unit in accordance with approved shipping procedures.

1N651-Electronic Systems Security Assessment Journeyman

2 Volumes: Activated Apr 1997; Revised May 1999

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

NOT FOR SALE (Copyright Material)

Content: Volume 1 covers security, USAF operations, and Air Traffic Control. Volume 2 covers radio fundamentals, computer fundamentals, command and control (C²); and command, control, communications, and computer (C⁴) systems.

Special Information: Questions or comments concerning course content or materials should be addressed to the 316 TRS/DOCEC, 259 Fort Griffin Avenue, Goodfellow AFB, TX 76908-3402. Questions concerning enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DOI), 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643.

Prerequisites for Enrollment: PAFSC of 1N2X1, 1N3X1, 1N4X1 and 1N6X1.

1N671-Electronic Systems Security Assessment Craftsman

1 Volume: Revised Aug 97; Revised Apr 1999

Hours: Volume - 42 CE - 12

Points: Volume - 14 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: This course provides a brief introduction to the United States (US) national intelligence systems; 1NXXX career fields; and command, control, communications, and computers (C4) of the United States Air Forces. It also covers US communications vulnerabilities, the current threat, and telecommunications monitoring assessment operations.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AFIADL/DOI, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/DOBE, 156 Marauder Street, Goodfellow AFB, TX 76908-3402.

Prerequisites for Enrollment: PAFSC of 1N251, 1N351, 1N451 or 1N651; a SECRET clearance; and storage capability for SECRET NOFORN information.

(1S) Safety**1S051-Safety Journeyman**

5 Volumes: Activated Dec 1994; Revised Oct 1999

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

SALE RESTRICTED (COPYRIGHT MATERIAL) Limited to Department of Defense Personnel

Content: Volume 1 covers the history of the safety movement in this country as it progressed from the 1800's to OSHA today and how the Air Force fits in. Volume 2 covers environmental considerations of the workplace and general safety requirements. Volume 3 covers aspects of electricity, chemical pressure systems construction to enhance one's knowledge with more common areas of the safety career field. Volume 4 covers weapons areas, flightline activities, industrial shops found throughout an installation, and food service operations. Volume 5 covers inspections and staff assistance visits, mishaps investigations, and trend analysis programs.

(1T) Air Crew Protection

1T151-Aircrew Life Support Journeyman

3 Volumes: Activated Mar 95; Volume 3 Revised Only, Jan 97

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

Content: Volume 1 covers aircrew life support mission and function. It also covers safety, supply discipline, technical publications, and aircrew continuation training. Volume 2 covers aircrew personal equipment. Volume 3 covers ditching, crash landing, bailout procedures, and survival equipment.

1T171-Aircrew Life Support Craftsman

1 Volume: Revised Apr 97

Hours: Volume - 18 CE - 6

Points: Volume - 6 CE - 2

Content: This course covers the responsibilities and duties of an aircrew life support craftsman.

(1W) Weather

1W051A-Weather Journeyman

3 Volumes: Activated Dec 2001

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Content: This course contains three volumes: Volume 1, *General Meteorology and Surface Weather Observations*; Volume 2, *Weather Radar*; and Volume 3, *METWATCH and Space Environment*.

Special Information: This CDC offers the additional theory and information necessary to compliment the OJT process leading to upgrade to AFSC 1W051A. All queries or comments pertaining to enrollment or test administration should be addresses to AFIADL/EDO, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Beginning 27 Nov 01, enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course. (2) Beginning 31 Oct 01, enrollment is mandatory for retrainees who graduate AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course. (3) AFSC 1W031A is required.

NOTE: The career field is working with AFIADL to publish a new 1W051A in Jan 2002 and 1W051B in Mar 2002 to replace Courses 1W051C, D, E, and F. Airmen graduating from AETC Course E3ABR1W031A-001, Weather Forecaster Apprentice Course, prior to 27 Nov 2001 will complete Courses 1W051C, D, E and F for upgrade to AFSC 1W051A. Airmen graduating after 27 Nov 2001 will complete Courses 1W051A and B. Exception: Airmen retraining into the weather career field and graduating after 31 Oct 2001 will complete Courses 1W051A and B.

1W051B-Weather Journeyman

3 Volumes: Activated Feb 96; Revised March 2002

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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Content: Volume 1, *Climatology, Regional Analysis and Forecast Programs, and Forecast Reviews*; Volume 2, *Forecast Surface Weather Elements and Flight Weather Elements*; Volume 3, *Air Force Weather Concepts and Doctrine*.

Special Information: This CDC is the final course for upgrade to AFSC 1W051A. All queries or comments pertaining to enrollment or test administration should be addresses to AFIADL/EDO, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course. (2) AFSC of 1W031 is required. (3) Successful completion of CDC 1W051A is required before enrollment.

NOTE: The career field is working with AFIADL to publish a new 1W051A in Jan 2002 and 1W051B in Mar 2002 to replace Courses 1W051C, D, E, and F. Airmen graduating from AETC Course E3ABR1W031A-001, Weather Forecaster Apprentice Course, prior to 27 Nov 2001 will complete Courses 1W051C, D, E and F for upgrade to AFSC 1W051A. Airmen graduating after 27 Nov 2001 will complete Courses 1W051A and B. Exception: Airmen retraining into the weather career field and graduating after 31 Oct 2001 will complete Courses 1W051A and B.

1W051D-Weather Journeyman

3 Volumes: Activated Mar 2000

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

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Content: Volume 1 discusses atmospheric stability, severe weather, stages of thunderstorm and tornado development, air masses, synoptic patterns, and tropical cyclones. Volume 2 covers forecasting surface weather elements, clouds, precipitation, visibility, wind, temperature, and pressure. It also covers flight level hazards. Volume 3 discusses atmospheric parameters, various tools used in forecasting, and products that assist the forecaster.

Special Information: This CDC is the second of four courses for upgrade to AFSC 1W051A. All queries or comments pertaining to enrollment or test administration should be addresses to AFIADL/EDO, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Prior to 27 Nov 01, enrollment was mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course. (2) Successful completion of CDC 1W051C is required before enrollment.

NOTE: The career field is working with AFIADL to publish a new 1W051A in Jan 2002 and 1W051B in Mar 2002 to replace Courses 1W051C, D, E, and F. Airmen graduating from AETC Course E3ABR1W031A-001, Weather Forecaster Apprentice Course, prior to 27 Nov 2001 will complete Courses 1W051C, D, E and F for upgrade to AFSC 1W051A. Airmen graduating after 27 Nov 2001 will complete Courses 1W051A and B. Exception: Airmen retraining into the weather career field and graduating after 31 Oct 2001 will complete Courses 1W051A and B.

1W051E-Weather Journeyman

3 Volumes: Activated Jul 2000

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

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Content: Volume 1 deals with weather regimes and forecast reviews, studies, and seminars. Volume 2 covers conventional radar principles, Doppler radar principles, and the WSR-88D system. Volume 3 describes the base products and derived products that the WSR-88D produces.

Special Information: This CDC is the third of four courses for upgrade to AFSC 1W051A. All queries or comments pertaining to enrollment or test administration should be addresses to AFIADL/EDO, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Prior to 27 Nov 01, enrollment was mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course. (2) Successful completion of CDCs 1W051C/D are required before enrollment.

NOTE: The career field is working with AFIADL to publish a new 1W051A in Jan 2002 and 1W051B in Mar 2002 to replace Courses 1W051C, D, E, and F. Airmen graduating from AETC Course E3ABR1W031A-001, Weather Forecaster Apprentice Course, prior to 27 Nov 2001 will complete Courses 1W051C, D, E and F for upgrade to AFSC 1W051A. Airmen graduating after 27 Nov 2001 will complete Courses 1W051A and B. Exception: Airmen retraining into the weather career field and graduating after 31 Oct 2001 will complete Courses 1W051A and B.

1W051F-Weather Journeyman

1 Volume: Activated Sep 2000; Revised Jan 2002

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

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Content: This one volume course serves as an introduction to the space environment. It is designed to familiarize the enrollee with the impacts the space environment has on a customer's daily operations.

Special Information: This CDC is the last of four courses for upgrade to AFSC 1W051A. All queries or comments pertaining to enrollment or test administration should be addresses to AFIADL/EDO, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Prior to 27 Nov 01, enrollment was mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course. (2) Successful completion of CDCs 1W051C/D/E are required before enrollment.

NOTE: The career field is working with AFIADL to publish a new 1W051A in Jan 2002 and 1W051B in Mar 2002 to replace Courses 1W051C, D, E, and F. Airmen graduating from AETC Course E3ABR1W031A-001, Weather Forecaster Apprentice Course, prior to 27 Nov 2001 will complete Courses 1W051C, D, E and F for upgrade to AFSC 1W051A. Airmen graduating after 27 Nov 2001 will complete Courses 1W051A and B. Exception: Airmen retraining into the weather career field and graduating after 31 Oct 2001 will complete Courses 1W051A and B.

(2A) Manned Air and space Maintenance

Air and Space Ground Equipment

2A652-Air and space Ground Equipment Journeyman

5 Volumes: Activated Jun 95

Hours: Volumes - 99 CE - 24

Points: Volumes - 33 CE - 8

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Content: Volumes 1 includes a job knowledge concerned with supply maintenance management systems, publications, tools, hardware, common AGE tasks, and core automated maintenance system (CAMS). Volume 2 covers electrical and electronic circuits and components along with the test equipment necessary to troubleshoot and maintain these circuits. Volume 3 covers prime movers. Volume 4 deals with electrical generation. Volume 5 covers hydraulic test strands, bomblifts, heaters, air conditioners, air compressors, flood light, cabin leakage testers, and non-powered AGE.

2A672-Aerospace Ground Equipment Craftsman

2 Volumes: Activated Jul 95; Revised Sep 2002

Hours: Volumes: - 39 CE - 9

Points: Volumes - 13 CE - 3

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Content: Volume 1 contains a vast amount of job related information on AFOSH and OSHA Standards, electrical and electronic circuits and components. Volume 2 studies electrical power generation, electrical test sets, the gas turbine compressor (GTC), air conditioning systems, and bomblifts.

Special Information: CDC 2AX7X is a requirement for upgrade training.

Aircraft Hydraulic

2A655-Aircraft Hydraulic Systems Journeyman

3 Volumes: Activated Dec 1994

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

Content: Volume 1 covers maintenance management, supply technical orders, and safety. Volume 2 covers principles of pneudraulics, hand tools and aircraft hardware, electrical fundamentals, ground equipment, and aircraft jacking. Volume 3 covers pneudraulic components, hydraulic systems, and is

designed to assist you in acquiring system knowledge by reviewing certain technical information and different hydraulic parts and systems.

2A675-Aircraft Hydraulic Systems Craftsman

1 Volume: Activated August 96; Revised Sep 2000

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This one volume course contains management, maintenance, and troubleshooting information required to attain the job-related knowledge necessary for this career field.

Special Information: CDC 2AX7X is a requirement for upgrade training.

Aircrew Egress

2A653-Aircrew Egress Systems Journeyman

5 Volumes: Activated Oct 95

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

Content: Volume 1 outlines general training requirements and the operations security program. Volume 2 presents two current maintenance management concepts and proper supply and maintenance documentation procedures necessary to ensure effective use and control over our resources. Volume 3 covers egress fundamentals on inspection, storage, and transportation of egress explosives; electrical and pneumatic principles; air and space ground and test equipment; and corrosion and foreign object inspection techniques. Volumes 4 and 5 are devoted to egress system theory and specific maintenance practices.

2A673-Aircrew Egress Systems Craftsman

1 Volume: Activated Nov 1994; Revised Jun 1999

Hours: Volumes - 6 CE - 3

Points: Volumes - 2 CE - 1

Content: Volumes 1 covers supervision and management functions and includes discussions on inspections, operating instructions, quality maintenance, performance standards, manpower authorizations, problem solving and explosive safety training.

Aircraft Fuels

2A654-Aircraft Fuel Systems Journeyman

3 Volumes: Activated Nov 95

Hours: Volumes - 75 CE 18

Points: Volumes - 25 CE - 6

Content: Volume 1 covers various maintenance fundamentals and administrative responsibilities as a aircraft maintenance person. Volume 2 deals with aircraft fuel systems, subsystems, and components. Volume 3 covers integral fuel tank and fuel cell maintenance and includes topics such as aircraft familiarization, special tools and equipment, confined space entry, and fuel leak isolation.

Special Information: Replaced CDC 45453.

Avionic Sensors

2A051D-Avionics Test Station and Components – Electronic Warfare Systems Journeyman

5 Volumes: Activated October 2002

Hours: Volumes – 66 CE – 15

Points: Volumes – 22 CE - 5

Content: Volume 1 deals with avionics maintenance management. Volumes 2 and 3 cover avionics maintenance principles. Volume 4 reviews electronic warfare principles and systems, and Volume 5 provides lessons on test equipment and electronic principles.

2A151-Avionic Sensors Maintenance Journeyman

5 Volumes: Activated Jan 96; Revised Oct 1999

Hours: Volumes - 102 CE - 27

Points: Volumes - 34 CE - 9

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Content: Volume 1 contains information pertaining to safety and how you can cope with hazardous situations that are inherent to this career field; it also covers general maintenance concepts. Volume 2 covers maintenance procedures and care and use of equipment. Volume 3 provides lessons on sensor fundamentals, closed-circuit television, infrared, laser, radar, and environmental control systems. Volume 4 contains system-specific information pertaining to Pave Penny, Pave Tack, LANTIRN, cockpit television video system, and airborne videotape recorders. Volume 5 covers fundamentals on our special operations equipment, night vision goggles, Low Light Level TV, Special operations FLIR system, Reconnaissance systems on the U2-R, and IRADS on the F-117.

Instrument and Flight Control Systems

2A553A-Communication, Navigation Systems Journeyman

5 Volumes: Activated Oct 2001

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

Content: Volume 1 contains general and job related knowledge that applies to the avionics field. Volume 2 provides information on general aircraft familiarization, aircraft inspection, forms, electrostatic devices, aircraft wiring and repair procedures, and some basic digital electronics. Volumes 3, 4, and 5 cover general avionic subjects including airborne radar, inertial navigation, computational computers, communication systems, dependent navigation systems, aerial delivery systems, low-light television systems, and infrared.

2A553B-Instrument and Flight Control Systems Journeyman

4 Volumes: Activated Oct 00

Hours: Volumes - 99 CE - 24

Points: Volumes - 33 CE - 8

Content: Volume 1 includes maintenance safety, maintenance management, maintenance data collection, supply discipline and technical publication information. Volume 2 contains general avionic information such as maintenance and inspection, organizational level maintenance, and aircraft orientation. Volume 3 contains avionic systems including general support information,

aircraft information warning, flight environment data, attitude and heading, and indicating systems. Volume 4 contains flight control and autopilot information.

Offensive Avionics

2A55A2-Offensive Avionics Journeyman (B-1)

2 Volumes: Activated Mar 1999

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 covers job-related information about the B-1B aircraft. Volume 2 continues with systems training that applies to the B-1B aircraft.

Special Information: CDC 2A55A1 is a mandatory prerequisite.

2A55A3-Offensive Avionics (B-52) Journeyman

3 Volumes: Activated Mar 1999

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 discusses major systems and structural areas of the B-52, the Electro-optical Viewing System (EVS), the Data Presentation Group, the EVS environmental control systems, EVS accessory functions/components and the video recording system. Volume 2 covers the purpose and operation, the data bus system and the interface subsystems of the B-52. It also discusses the controls and displays subsystem, the computational subsystem that makes the OAS work, the navigational aspects of OAS, and the weapon delivery functions. Volume 3 pertains to the B-52's strategic radar (SR) system. It covers major components, modes of operations, functional theory, and system interfacing with other aircraft systems/equipment.

Special Information: CDC 2A55A1 is a mandatory prerequisite.

2A55A4-Offensive Avionics Journeyman (B-2)

2 Volumes: Activated Oct 98

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 discusses the B-2 On Board Test System, the Electrical Load Distribution System, Mission Management System, Terrain Following/Terrain Avoidance Sub-systems, Altitude Data System, and System Integration. Volume 2 covers the B-2 Controls and Displays System, the Flight Management System, and various navigation systems on board the aircraft.

Special Information: Completion of CDC 2A55A1 is a mandatory prerequisite.

Helicopter

2A552-Helicopter Journeyman

4 Volumes: Activated Oct 97

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE - 9

Content: Volume 1 pertains to core values and safety; maintenance directives and inspections; maintenance management; special tools; securing devices; and aircraft support equipment. Volume 2 covers general helicopter maintenance. Volume 3 pertains to the helicopter airframe and major systems. Volume 4 covers the airframe and the major systems of the H-60 helicopter.

2A572-Helicopter Craftsman

3 Volumes: Activated Feb 1999

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

Content: Volume 1 pertains to troubleshooting and rigging the H-1 (Huey) helicopter's major systems. Volume 2 covers troubleshooting and rigging of the major systems on the H-53 helicopter. Volume 3 covers troubleshooting and rigging of the major systems on the H-60 helicopter.

Special Information: CDC 2AX7X is a requirement for upgrade training.

Air and space Propulsion**2A651A-Air and Space Propulsion Jet Engine Journeyman**

5 Volumes: Revised June 98

Hours: Volumes - 114 CE - 30

Points: Volumes - 38 CE - 10

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Content: Volume 1 covers subjects ranging from career progression to what inspection is required for an engine in storage. Volume 2 pertains to tools and hardware, general engine maintenance procedures, engine corrosion control, storage and shipment, and nonpowered support equipment. Volume 3 covers jet engine operating principles, general jet engine construction, specific jet engine construction, and small gas turbine engine theory and construction. Volume 4 discusses jet engine fuel, oil, starter, ignition, and electrical systems. Volume 5 covers engine testing procedures, instrumentation, jet engine operational checks and adjustments on the test stand, noise suppressors, and engine removal and installation in the airframe.

2A651B-Air and space Propulsion Turboprop/Turboshaft Journeyman

5 Volumes: Revised May 98

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE - 8

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Content: Volume 1 discusses subjects ranging from career progression to what inspection is required for an engine in storage. Volume 2 pertains to general engine maintenance procedures. Volume 3 covers operating principles of the T56 engine systems. Volume 4 discusses propeller operation. Volume 5 covers operation principles of the T700 and T64 engine systems.

F-16 Avionics**2A352A-Integrated Avionic Attack Control System Journeyman**

4 Volumes: Activated August 96

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

Content: Volume 1 covers an introduction to the F-16 aircraft along with discussions of the general avionic computer and head-down displays. Volume 2 includes the head-up display, mode of operation, and data transfer equipment. Volume 3 covers the inertial navigation system, GPS, LANTIRN, and stores management system. Volume 4 covers principles of radar operation and F-16 radar systems; the F-16 fire control sensing; integration and troubleshooting procedures and boresighting; and the airborne video tape recorder system.

Special Instruction: 2A352A requires the completion of 2A352B or 2A352C CDC.

2A352B-Integrated Avionic Instrument and Flight Control Systems Journeyman

2 Volumes: Activated October 1996

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 provides knowledge needed to progress in this career field. It covers F-16 instruments, autopilot, and air data systems. Volume 2 covers the F-16's flight control systems both digital and conventional.

Special Instruction: 2A352B requires the completion of 2A352A or 2A352C.

2A352C-Communication, Navigation and Penetration Aids Systems Journeyman

4 Volumes: Activated Mar 96

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

Content: Volume 1 covers audio signals, communications system, and interphone system. Volume 2 covers UHF radio system, VHF radio system, and secure voice system. Volume 3 covers the navigation system. Volume 4 discusses the aircraft identification and penetration aids systems on the F-16 aircraft.

Special Instruction: 2A352C requires the completion of 2A352A or 2A352B.

2A352D-Integrated Organizational Avionic System (F-16/F-117/CV-22) Journeyman

2 Volumes: Activated Jul 1999

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers general subjects related to F-16 avionics. Volume 2 covers the maintenance management and inspection systems, corrosion control, and chafing. It also contains electronic fundamentals and applications.

Special Information: CDCs 2A352D/E/F are mandatory for upgrade training. They may be taken in any order.

2A352E-Integrated Avionic Systems Journeyman

4 Volumes: Activated Sep 1999

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

Content: Volume 1 covers system specific subjects related to F-16 and F-117 avionics such as Fire Control computers and the F-16 C/D Stores Management System (SMS) and Aircraft Displays. Volume 2 covers radar facts and fire control radar facts and terms from F-16 and F-117 aircraft; the F-16 fire control radar system; the integration and troubleshooting procedures; and the F-117 digital tactical situation display (DTSD) and infrared acquisition/designation (IRAD) systems. Volume 3 covers communication, navigation, and associate equipment. Volume 4 covers the Head-Up display and Up-Front control system; the external equipment for the F-16; and the related equipment for the F-16.

Special Information: CDCs 2A352D/E/F are mandatory for upgrade training. They may be taken in any order.

2A352F-Integrated Avionic Systems (F-16/F-117/CV-22)Journeyman

3 Volumes: Activated Feb 2000; Revised Jan 2002

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers systems used to enable an aircraft's operation in a hostile environment. Volume 2 discusses the various aircraft indicating systems. Volume 3 contains information on flight control, flight environment, and flight monitoring systems.

Special Information: CDCs 2A352D/E are mandatory for upgrade training. They may be taken in any order.

F-15 Avionics**2A351-F-15 Avionic Systems Journeyman**

3 Volumes: Activated June 98

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 covers subjects ranging from a general overview of the F-15 aircraft to the AFOSH program, flightline safety, specific hazards associated with the aircraft, tools, hardware and test equipment. Volume 2 discusses maintenance and management, technical orders and the numbering system used to identify them, materiel management, supplies, equipment accounting, the USAF material deficiency reporting system and aircraft forms, and the Core Automated Maintenance System (CAMS). Volume 3 contains information on basic electronics and computer terms.

Special Information: CDC 2A351 and one of the 2A351A/B/C shredded CDCs are mandatory for upgrade training to the five skill level, and the other two shreds must be taken for seven level upgrade. They may be taken in any order.

2A351A-F-15-Avionic Attack Control Systems Journeyman and Craftsman

3 Volumes: Activated Jun 95; Revised Jan 2000

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

Content: Volume 1 covers central computer, inertial navigation, display, and video recording systems. Volume 2 covers the F-15 radar. Volume 3 covers the F-15 terrain following radar system.

Special Information: CDC 2A351 and one of the 2A351A/B/C shredded CDCs are mandatory for upgrade training to the five skill level, and the other two shreds must be taken for seven level upgrade. They may be taken in any order.

2A351B-F-15/A-10/U-2 Instruments and Flight Control Systems Journeyman and Craftsman

3 Volumes: Activated Jan 1994; Revised May 1999; Revised Aug 2001

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 covers the engine instruments, fuel quantity, and indicating/recording systems. Volume 2 covers general navigation theory, reference and air data systems, and navigational instruments. Volume 3 covers general flight-control theory, primary and automatic flight-control and trim systems. Volume 3 also covers intake and autopilot systems.

Special Information: CDC 2A351 and one of the 2A351A/B/C shredded CDCs are mandatory for upgrade training to the five skill level, and the other two shreds must be taken for seven level upgrade. They may be taken in any order.

2A351C- F-15/A-10/U-2 Communication, Navigation, and Penetration Aids Systems Journeyman and Craftsman

3 Volumes: Activated June 1995; Revised Jul 2001

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

Content: Volume 1 covers subjects ranging from basic radio principles to the data link pods. Volume 2 covers F-15, A-10, and U-2 navigation and identification systems. Volume 3 covers F-15, A-10, and U-2 tactical electronic warfare systems.

Special Information: CDC 2A351 and one of the 2A351A/B/C shredded CDCs are mandatory for upgrade training to the five skill level, and the other two shreds must be taken for seven level upgrade. They may be taken in any order.

Structural Maintenance

2A751-Aircraft Metals Technology Journeyman

5 Volumes: Activated Apr 1999

Hours: Volumes - 129 CE - 33

Points: Volumes - 43 CE - 11

Content: Volume 1 covers metal properties, properties that differentiate metals, testing metal, coding symbols, the heat treatment furnace, heat treatment of metals, shop math, and shop safety. Volume 2 discusses drafting principles, drawing composition, design and manufacture, how to fit and assemble parts, hardware, and workcenter documentation. Volume 3 covers the basic tooling and equipment items used in the shop. Volume 4 pertains to using shop machinery. Volume 5 covers welding.

2A752-Nondestructive Inspection Journeyman

4 Volumes: Activated Feb 96; Revised Aug 2000

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

Content: Volume 1 gives general information on various maintenance terms and techniques. It broadens your knowledge of Air Force safety and also metallurgy. Volume 2 deals with parts cleaning and optical, penetrant, and magnetic particle inspections. It also deals with the actual inspections as they pertain to the job. Volume 3 covers ultrasonics, eddy current, and oil analysis equipment and methods. Volume 4 deals with the principles of X-ray equipment and film processing equipment, operation and maintenance, and radiation safety. It also covers radiographic procedures, technique development, and bond testing and advanced composites.

2A753-Aircraft Structural Maintenance Journeyman

5 Volumes: Activated Dec 95; Revised Apr 1999

Hours: Volumes - 114 CE - 30

Points: Volumes - 38 CE - 10

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Content: Volume 1 covers basic handtools, use of basic handtools through specialized tools, specialized equipment, inspection, and corrosion tools and equipment. Volume 2 discusses publications through damage assessment and corrosion. Volume 3A pertains to aircraft metals, layout

techniques, and aircraft fastener types. Volume 3B covers prerepair procedures, damage removal and fastener layout, fabrication and installation of repair parts, special repair situations, aircraft cables, and aircraft tubing. Volume 4 covers types of composites and repair.

Avionics Test Station/Component

2A051-Avionics Test Station and Aircraft Component Journeyman

3 Volumes: Activated May 1994; Revised Jun 1999

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 covers general aircraft system and test station principles. Volume 2 covers the basic building blocks of electronics, ranging from diode to transistor circuits. Volume 3 pertains to aircraft system and test station principles.

Special Information: CDC 2A051 and CDCs 2A051A/B are mandatory for upgrade training. They may be taken in any order.

2A051A-F-15 Avionic Test Station and Component Journeyman

2 Volumes: Activated Dec 1994; Revised Nov 1999

Hours: Volumes - 21 - CE - 6

Points: Volumes - 7 - CE - 2

Content: Volume 1 covers F-15 software systems program organization identification and their relationship to avionics intermediate shop/replacement AIS/R software. Volume 2 covers career field principles and equipment used in this field. It also covers, switching complex and how it functions in regard to the test station routing of stimulus, power, and measurement functions.

Special Information: CDC 2A051 and CDCs 2A051A/B are mandatory for upgrade training. They may be taken in any order. CDC 2AX7X is a requirement for upgrade training.

2A051B-Avionic Test Station and Aircraft Component Journeyman

6 Volumes: Activated June 1995; Revised Feb 2000

Hours: Volumes - 96 CE - 24

Points: Volumes - 32 CE - 8

Content: Volume 1 consists of five units covering basic configuration of a F-16 C/D test station and its power and cooling systems, the theory of operation of the computer subsystem, and various associated test procedures. Volume 1 also covers the switching unit measurement and stimulus system (SUMSS) and related software, as well as the support equipment for the F-16 AIS, the EPROM Programmer/Verifier, EPROM Programmer/Verifier ITA, and the Memory Loader-verifier (MLV). Volumes 2 and 3 continue with lessons on F-16 C/D equipment; and Volumes 4 and 5 continue with lessons on B-1B equipment. Volume 6 deals with the B-2 FACTS test station, the F-117 CATE test station, and the MATE software operating system.

Special Information: CDC 2A051 and CDCs 2A051A/B are mandatory for upgrade training. They may be taken in any order. CDC 2AX7X is a requirement for upgrade training.

C3 and Navigation Systems

2A453B-Aircraft Command Control Communication and Navigation Systems Journeyman

3 Volumes: Activated Jul 96

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

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Content: Volume 1 covers the purpose, characteristics, and theory of operation of automatic direction finder (ADF), VHF omnirange (VOR), instrument landing systems (ILS), tactical air navigation (TACAN), low-range radio altimeter (LRRA), and self-contained navigation systems (SCNS). Volume 2 covers IFF transponders, Doppler navigation, and the global positioning system. Volume 3 contains information on search and weather radar, color radar, and radar beacon systems.

Special Information: CDC 2A453A is a mandatory prerequisite for enrollment in CDC 2A453B.

**2A453C-Aircraft Command Control Communication and Navigation Systems
Journeyman**

3 Volumes: Activated Feb 96

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

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Content: Volume 1 covers the EC-135 and E-4B aircraft mission and layout and some of the mission systems. Volume 2 covers the airborne command and control center III capsule. Volume 3 covers the E-3 AWACS aircraft, the E-8 Joint STARS aircraft, and the Joint Tactical Information Distribution System.

Special Information: CDCs 2A453A/B are prerequisites for enrollment in CDC 2A453C.

Air and space Maintenance

2A551-Air and Space Maintenance Journeyman

3 Volumes: Activated Sept 94

Hours: Volumes - 102 CE - 27

Points: Volumes - 34 CE - 9

Content: Volume 1 covers publications and maintenance management, aircraft inspections and documentation, maintenance material, corrosion control, and aircraft handling and supply actions. Volume 2 covers air and space ground equipment, airframe, pneudraulics, landing gear, and flight controls. Volume 3 covers engines, utilities, fuels and electrical systems.

Fabrication and Parachute

2A754-Fabrication and Parachute Journeyman

4 Volumes: Activated Dec 95

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 deals with job-related areas for fabrication and parachute journeyman. Volume 2 pertains to sewing machines and fabric items. Volume 3 deals with specific USAF flotation equipment. Volume 4 deals with specific parachute information.

Aircraft Maintenance

2AX7X-Aerospace Maintenance Craftsman

2 Volumes: Activated Apr 98; Revised Sep 2002

Hours: Volume - 42 CE - 12

Points: Volume - 14 CE - 4

Content: Volume 1 covers management and mobility; operational risk management and safety; enlisted specialty training; and maintenance management information systems and accountability for records, reports, and forms. Volume 2 deals with the concept of the Air Force supply system, supply documents, how to manage equipment accounts, and repair cycle assets.

2A353-Tactical Aircraft Maintenance Journeyman

3 Volumes: Activated Nov 1994

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

Content: Volume 1 contains information on ground safety, flightline safety, the technical order system, maintenance management, and ground handling. Volume 2 contains information about air and space ground equipment, airframe, pneudraulics, landing gear, and flight control. Volume 3 contains general information about engines, utilities, fuels, and electrical systems.

2A353A-F-15 Aircraft Maintenance Journeyman

3 Volumes: Activated Aug 1999

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers safety, maintenance, management, training documents, incident investigation, maintenance accountability, the supply system, technical orders, aircraft forms documentation, maintenance materiel, special tools, air and space ground equipment, ground handling, aircraft inspections, and corrosion control. Volume 2 contains general theory of operation and F-15 specific information about various aircraft systems including airframe, flight control, hydraulic, electrical, landing gear and fuel systems. Volume 3 contains general theory of operation and F-15 specific information about various aircraft systems including utilities, canopy, engine, engine starting system, and air induction systems.

2A353J-Fighter Aircraft Maintenance Journeyman (A-10/U-2)

3 Volumes: Activated Mar 1999

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Content: Volume 1 covers safety, maintenance management, training documents, incident investigation, maintenance accountability, the supply system, technical orders, aircraft forms documentation, maintenance materials, special tools, air and space ground equipment, ground handling, aircraft inspections, and corrosion control. Volume 2 contains general theory of operation information about various aircraft systems including electrical, hydraulic, airframe, flight control, landing gear, engine, and utility systems. Volume 3 covers the two airframes in this career field-the A-10 and the U-2.

2A373A-Fighter Aircraft Maintenance Craftsman (F-15)

3 Volumes: Activated Feb 96; Revised Jun 1999

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

Content: Volume 1 provides information on the components and operation of four major systems on F-15 aircraft. It covers the Hydraulic Power Supply System, the F-15 flight control systems, the landing gear, and the canopy systems. Volume 2 covers the components and operation of the F-15

Utility, Air Induction, and Electrical Systems. Volume 3 covers the components and operation of the F-15 fuel systems, the different engines and their systems, the engine start system, and crash recovery of the F-15.

2A373B-F-16/117 Air and space Maintenance Craftsman

1 Volume: Activated Apr 1995; Revised Apr 1999

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: This one volume course covers the F-16 emergency power unit and utility systems; hydraulic, landing gear, flight control, and fuel systems, and engines. It also covers the F-117 auxiliary and emergency power unit, utility, hydraulics, landing gear, flight control, fuel, and engine systems..

Special Information: CDC 2AX7X and CDC 2A373B may be taken in any order.

2A373J-Fighter Aircraft Maintenance Craftsman (A-10/U-2)

1 Volume: Activated Apr 1995; Revised Sep 1999

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

Content: Volume 1 covers troubleshooting the pneudraulic system, flight control system, and the landing gear system, technical orders needed to troubleshoot aircraft systems, troubleshooting the pneudraulic system, and the landing gear system of the A-10, and U-2 aircraft.

Special Information: CDC 2AX7X is a requirement for upgrade training.

Integrated Avionics Systems

2A372-Integrated Avionics Systems Craftsman (F-16, F-117, CV-22)

5 Volumes: Activated Dec 95; Revised May 01

Hours: Volumes - 99 CE - 24

Points: Volumes - 33 CE - 8

Content: Volume 1 relates to operating principles of the F-16s conventional and digital flight control systems, air data inputs used by the F-16, and the F-16s flight data recording system. Volume 1 also covers the F-117 flight management system. Volume 2 focuses on radar systems, CARA INS systems, GPS, and infrared and laser sensors. Volume 3 presents aircraft controls, displays, and indicators, including conventional and WAC HUDs, head down displays, UFC, and data entry systems; and engine monitoring indicators. Volume 4 examines the communication, navigation, identification, and penetration systems applicable to the F-16/117 aircrafts. Volume 5 presents information on computational and weapons systems management.

Electronic Warfare

2A154A-Airborne Warning and Control Radar Systems Journeyman

4 Volumes: Activated Jan 96

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

Content: Volume 1 deals with AF publications, maintenance management, material management, maintenance data collection, and maintenance documentation. Volume 2 is an extensive volume with information on general shop and flightline safety, environmental hazards, organizational security, electrostatic discharge control, corrosion control, maintenance inspections, and preventive

maintenance. Volume 3 provides an introduction to using common test equipment and teaches how to use eight different pieces of general test equipment. Volume 4 is devoted to teaching basic electronic and radar fundamentals.

Special Information: CDC 2A154A is a mandatory prerequisite for enrollment in CDCs 2A154B/C.

2A154B-Airborne Warning and Control Radar/Interrogator Systems Journeyman

4 Volumes: Activated Jan 96

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

Content: The first three volumes are devoted to the operation and maintenance of the AWACS surveillance radar system. Volume 4 describes the operation and maintenance of the AWACS Interrogator System.

Special Information: CDC 2A154A is a mandatory prerequisite for enrollment in CDC 2A154B.

2A154C-Joint Surveillance Target Radar System Journeyman

1 Volume: Activated Mar 98

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE - 1

Content: This one volume course pertains to the theory of operation of the major subsystems of the Joint STARS Surveillance System and modes of operation of the E8 aircraft.

Special Information: CDC 2A154A is a mandatory prerequisite for enrollment in CDC 2A154C.

2A157B-Electronic Warfare Systems Journeyman

2 Volumes: Revised Dec 98

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 covers the basics of electronic warfare (EW). Volume 2 covers test equipment and electronic principles.

2A177-Electronic Warfare Systems Craftsman

2 Volumes: Revised Feb 98

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volume 1 covers topics ranging from core values to computers. Volume 2 focuses on the supervisory aspects of your job covering maintenance inspections, management overviews of several receiver systems, transmitters, dispenser systems, and infrared systems.

Special Information: CDC 2AX7X is a requirement for upgrade training.

2A252B-Electronic Warfare Systems Journeyman

3 Volumes: Activated Dec 1993

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE - 9

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Content: Volume 1 covers electronic fundamentals and introduces some concepts in advanced avionics. This volume is devoted to a study of analog devices and circuits. Volume 2 explores the

newer side of digital avionics. Volume 3 is the final volume of the B Course and is devoted entirely to teaching the principles of electronic warfare and electronic warfare equipment.

2A452C-Aircraft Communication/Navigation Systems Journeyman

2 Volumes: Activated Dec 95; Revised Nov 99

Hours: Volume - 30 CE - 9

Points: Volume - 10 CE - 3

Content: Volume 1 discusses the Stationkeeping Equipment (SKE) system. It covers the SKE operating characteristics and major components, basic system operation, and studies the Zone Marker. Volume 2 deals with specialized aircraft and the Joint Tactical Information Distribution System (JTIDS), and covers information pertaining to the operational aspects of this career field.

Special Information: CDCs 2A452A/B are mandatory prerequisites for enrollment in CDC 2A452C.

2A553C-Electronic Warfare Systems Journeyman

6 Volumes: Activated Oct 00; Revised October 2002

Hours: Volumes - 99 CE - 24

Points: Volumes - 33 CE - 8

Content: The first volume contains general and job-related knowledge that applies to the avionics career field. Volume 2 continues with maintenance principles of safety, security, inspection systems, and preventative maintenance. Volume 3 covers avionic systems maintenance of aircraft wiring, wiring maintenance, major structural areas, major systems, and danger areas of aircraft. Volume 4 discusses common and specialized avionic test equipment utilized in the career field and reprogramming of electronic warfare systems. Volume 5 provides a thorough understanding of the electronic warfare principles governing your AFSC. Volume 6 covers a wide variety of representative electronic warfare systems covering transmitters, receivers, expendables, infrared, and warning systems of various aircraft.

2A553D-Airborne Surveillance Radar Systems Journeyman

5 Volumes: Activated October 2002

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

Content: The first volume deals with the general topics of AF publications, maintenance management, material management, maintenance data collection, and maintenance documentation. Volume 2 is an extensive volume with information on general shop and flightline safety, environmental hazards, organizational security, corrosion control, maintenance inspections, and preventive maintenance. Volume 3 provides an introduction to using common test equipment and discusses the use of seven different pieces of general test equipment. Volume 4 is devoted entirely to teaching basic electronic fundamentals. Volume 5 is the final volume and covers basic computer and radar fundamentals.

Communications/Navigation Systems

2A173-Communications/Navigation Systems Craftsman

3 Volumes: Activated Mar 1995

Hours: Volumes - 42 CE - 9

Points: Volumes - 14 CE - 3

Content: Volume 1 explores supervision, technical orders, files maintenance, principles of supply, and property management. Volume 2 explores aircraft avionics, troubleshooting, subjects with

specific studies of aircraft interphone, and VOR/ILS systems. Volume 3 explores subjects that are related to off-equipment avionics troubleshooting, with emphasis on transponder search and weather radar systems.

Special Information: Active Duty Air Force, ANG, and Reserve personnel in the 2A153 AFSC are eligible to enroll in multiple courses simultaneously.

2A153A-Communication/Navigation Systems Journeyman

4 Volumes: Activated Mar 1995

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

Content: Volume 1 addresses the administrative and nonelectric technical information you will need to become an avionics communication/navigation journeyman. Volume 2 addresses maintenance concepts and fundamentals of maintenance management. Volume 3 addresses electronic fundamentals applicable to basic calculations involving resistive circuits. Volume 4 addresses the solid state circuits and digital techniques encountered on the job.

Special Information: Active Duty Air Force, ANG, and Reserve personnel in the 2A153 AFSC are eligible to enroll in multiple courses simultaneously.

2A153F-Communication/Navigation Systems Journeyman

1 Volume: Activated Dec 95

Hours: Volume - 18 CE - 6

Points: Volume - 6 CE - 2

Content: This volume introduces you to the purpose, characteristics, and theory of operation of the self-contained navigation system.

Special Information: Active Duty Air Force, ANG, and Reserve personnel in the 2A153 AFSC are eligible to enroll in multiple courses simultaneously.

2A452A-Aircraft Communication Navigation Systems Journeyman

3 Volumes: Activated Feb 1995

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

Content: Volume 1 covers administrative and nonelectronic information you need to become an aircraft communication/navigation journeyman. Volume 2 covers the resistor color code direct current (DC) circuits, basic calculations involving resistive circuits, and alternating current. Volume 3 covers decimal numbering system, binary numbering system, and hexadecimal numbering and coding system.

Special Information: CDC 2A452A is a mandatory prerequisite for enrollment in CDC 2A452C.

2A452B-Aircraft Communications/Navigation Systems Journeyman

4 Volumes: Activated June 1995

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Content: Volume 1 covers transmitter and receiver fundamentals; RF wave propagation characteristics; and HF, VHF, and UHF communication systems. Volume 2 explores the principles of secure voice, emergency communication, and the interphone system. Volume 3 introduces you to the

navigational systems; and Volume 4 is devoted to teaching you radar principles, as well as Doppler and GPS characteristics and operation.

Special Information: CDC 2A452B is a mandatory prerequisite for enrollment in CDC 2A452C.

45572B-Communication and Navigation Systems Craftsman (Communication Systems) (AFSC 2A153)

2 Volumes: Revised Mar 93

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

Content: Volume 1 covers the fundamentals of modulation, detection, and mixing; receivers; intercommunications; and high-frequency communications. Volume 2 covers the remaining communications equipment applicable to the Communication/Navigation Systems career field. It covers VHF communications, UHF communications, UHF direction-finding equipment, emergency communications, and AFSATCOM system.

Special Information: Active Duty Air Force, ANG, and Reserve personnel in the 2A153 AFSC are eligible to enroll in multiple courses simultaneously.

45572C-Communication and Navigation Systems Craftsman (Navigation Systems) (AFSC 2A153)

2 Volumes: Revised Mar 93

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: Volume 1 covers principles and theory of operation for the automatic direction finding (ADF), VHF omnirange (VOR), instrument landing system (ILS), and tactical air navigation (TACAN) system. Volume 2 covers system operation and analysis of the frequency modulated/continuous wave (FM/CW) altimeter (CARA), the IFF transponders, and global positioning system.

Special Information: Active Duty Air Force, ANG, and Reserve personnel in the 2A153 AFSC are eligible to enroll in multiple courses simultaneously.

45572D-Communication and Navigation Systems Craftsman (Radar Systems) (AFSC 2A153)

1 Volume: Revised Mar 93

Hours: Volume - 21 CE - 6

Points: Volume - 7 CE - 2

Content: This course covers the study principles of two search and weather radar systems. They are used for weather mapping and detection of both airborne and ground targets. It covers basic search radar fundamentals and waveguide characteristics, the AN/APN-59E, and some circuits in detail. It also examines the APS-133 Color Weather Radar System and covers the basic theory of operation.

Special Information: Active Duty Air Force, ANG, and Reserve personnel in the 2A153 AFSC are eligible to enroll in multiple courses simultaneously.

45572E-Communication and Navigation Systems Craftsman (Doppler Systems) (AFSC 2A153)

1 Volume: Revised Mar 93

Hours: Volume - 18 CE - 3

Points: Volume - 6 CE - 1

Content: This course provides the knowledge and technical information about Doppler systems needed to become a communication/navigation systems technician. It discusses terms and techniques of air navigation which includes four different methods of navigation. It describes basic computer fundamentals and operational characteristics of the components in a computer system. It also presents the AN/APN-218 Doppler system and discusses its characteristics and theory of operation.

Special Information: Active Duty Air Force, ANG, and Reserve personnel in the 2A153 AFSC are eligible to enroll in multiple courses simultaneously.

Aircraft Electrical and Environmental Systems

2A656-Aircraft Electrical and Environmental Systems Journeyman

5 Volumes: Activated Apr 1999 ; Revised October 2002

Hours: Volumes - 90 CE - 24

Points: Volumes - 30 CE - 8

Content: Volume 1 pertains to career field fundamentals. Volume 2 covers maintenance fundamentals. Volume 3 contains system operations and troubleshooting of different aircraft electrical systems. Volume 4 pertains to aircraft environmental systems. Volume 5 covers the operations of aircraft fire extinguishing, liquid coolant, and oxygen systems.

2A676-Aircraft Electrical and Environmental Systems Craftsman

1 Volume: Activated August 96; Revised August 2002

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: This one volume course contains management, maintenance, and troubleshooting information required to attain the job-related knowledge necessary for this career field.

Special Information: CDC 2AX7X is a requirement for upgrade training.

Guidance and Control Systems

2A152A-Avionics Guidance and Control Systems Journeyman

3 Volumes: Activated Feb 1995

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 contains general information on career ladder progression, maintenance safety, technical orders, supply discipline, inspection systems, and product improvement programs. Volume 2 includes basic circuits, inductive devices, motors, generators, power supplies, transistor circuits, numbering systems, logic functions, and computer circuits. Volume 3 includes the use of common hardware and tools, repair of wires and cables, aircraft familiarization, air data and navigation fundamentals, use of equipment diagrams, and use of common test equipment.

2A152B-Avionics Guidance and Control Systems Journeyman

3 Volumes: Activated Apr 1995

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: Volume 1 includes principles-related material designed to enhance knowledge of the stability augmentation and the automatic flight control systems. Volume 2 includes principles-related

material designed to enhance knowledge of all types of inertial navigation and fuel savings advisory systems. Volume 3 covers operation of the Attitude Heading Reference System; functional examination of the Attitude Heading Reference system components; and the Flight Director system, which includes the Rotation-Go-Around and Comparator Warning Monitor subsystems.

2A152C-Avionics Guidance and Control Systems Journeyman

3 Volumes: Activated Dec 1995

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

Content: Volume 1 covers the position indicating, engine data, and fuel quantity indicating systems. Volume 2 covers the flight instrument, altitude reporting, and air data computer systems. Volume 3 covers the ground proximity warning, stall warning, flight recorder, cockpit display, and periscope sextant systems.

2A451A-Aircraft Guidance and Control Systems Journeyman

3 Volumes: Activated Feb 1995

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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Content: Volume 1 covers career ladder progression, maintenance safety, technical orders, supply discipline, inspection systems, maintenance management, and product improvement programs. Volume 2 covers basic electronic terms, inductive devices, solid state circuits, power supplies, binary devices, and computers. Volume 3 covers aircraft guidance, repair of wires and cables, corrosion control, aircraft familiarization, and use of equipment diagrams.

2A451B-Aircraft Guidance and Control Systems Journeyman

3 Volumes: Activated Apr 1995

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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Content: Volume 1 contains information pertaining to automatic flight control systems on aircrafts such as the B-52, KC 135, C130, and C-17 electronic flight control system. Volume 3 contains information that covers operation of the attitude heading reference system, which includes the aircraft compass system.

2A451C-Aircraft Guidance and Control Systems Journeyman

3 Volumes: Activated Dec 95

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers the position indicating, engine data, and fuel quantity indicating systems. Volume 2 covers the flight instrument, altitude reporting, and air data computer systems. Volume 3 covers the ground proximity warning, stall warning, flight recorder, and cockpit display systems.

(2E) Communications-Electronics Systems

2E051-Ground Radar Systems Journeyman

1 CDROM, 5 Volumes: Revised May 2002

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

Content: This course, when coupled with on-the-job training, will enhance trainees ability to maintain a variety of communications-electronics equipment utilized in the Air Force. The first three volumes are common to all 2E career fields with the first being an interactive CD-ROM providing instruction on electronic fundamentals. This program reinforces the knowledge attained in the Basic Electronics course at Keesler AFB. The remainder of the course is paper-based with Volume 2, *Test Equipment*, providing in-depth instruction on the operation and capabilities of commonly used electronic test and diagnostic equipment. Volume 3, *Communications Principles*, covers a variety of important topics ranging from modulation principles, light-wave communications, Aerospace Expeditionary Forces (AEF), and installation practices. Volumes 4 and 5 are aimed more specifically toward the Ground Radio Maintainer. The fourth volume begins with a general introduction to the basic principles of radar indicators, identification friend or foe/selective identification feature (IFF/SIF). The later part of the volume provides information pertaining to Doppler concepts and continues with the overall functional system operation of the WSR-88D Weather Radar System. Volume five begins with an introduction to the different types and purposes of airfield systems in our career field. The volume continues with general principles of operation on the following systems: AN/GPN-22 Precision Approach Radar (PAR), AN/GPN-20 Airport Surveillance Radar (ASR), AN/TPX-42 Air Traffic Control (ATC) IFF/SIF system components, Programmable Indicator Data Processor (PIDP II), OD-153 Indicator, and the Digital Bright Radar Indicator Tower Equipment (DBRITE). Volume six begins with general radar deployment principles and system grounding. It continues with an introduction to the AN/TPS-75 radar system and the AN/TPN-19 Landing Control Central. Following the introductions, are explanations of the individual functional areas of each radar system. The AN/TPS-75 discussion includes: AN/UYQ-27 Situation Display Console, Modular Control Equipment Interface Group (MIG), AN/UPX-27 Interrogator set (IFF/SIF), AN/TLQ-32 Anti Radiation Missile (ARM) Decoy set. Ending this final volume is the AN/TPN-19 Landing Control Central. This last discussion includes: AN/TPN-24 ASR, AN/TPN-25 PAR, and the Operations Shelter (OPS).

2E151-Satellite, Wideband and Telemetry Systems Journeyman

1 CDROM, 5 Volumes: Activated Sep 2000; Revised May 2002

Hours: Volumes - 114 CE - 29

Points: Volumes - 38 CE - 9

Content: Volume 1 is interactive multimedia instruction (IMI) designed for use by the entire Communications-Electronics community (2Es), and builds upon formal training previously received in Electronic Principles. The IMI contains 64 lessons concerning basic electronic theory. Volume 2 is the second 2E "common volume." It covers principles and procedures for troubleshooting equipment and introduces general test equipment applications; common test equipment; and characteristics and use of microwave test equipment. Volume 3 is the third (& final) 2E "common volume." It looks at amplitude, frequency, and phase modulation techniques; digital transmission processes (pulse code modulation, synchronous/asynchronous transmission, error detection/correction techniques) and interface standards; fiber optic theory/characteristics; mobility procedures; AEF basics; and standard installation practices. Volume 4 discusses equipment grounding; electromagnetic pulse and electromagnetic interference; basic RF transmission theory; satellites/satellite tracking; timing/timing equipment; information transfer; bit/frame synchronizers; and recorder/reproducers. Volume 5 explores space systems concepts (DMSP, DSP, and GPS); test range mission, instrumentation &

telemetry systems; wideband communications, and diversity and microwave path planning. Volume 6 delves into Milstar and Air Force Satellite Communications systems; the Advanced EHF system; the Defense Satellite Communications System and Wideband Gapfiller System; and communications planning & bandwidth management.

2E152-Meteorological and Navigation Systems Journeyman

1 CDROM, 5 Volumes: Activated May 2002

Hours: Volumes - 126 CE - 32

Points: Volumes - 42 CE - 11

Contents: This course, when coupled with on-the-job training, will enhance trainees' ability to maintain a variety of communications-electronics equipment utilized in the Air Force. The first three volumes are common to all 2E career fields with the first being an interactive CD-ROM providing instruction on electronic fundamentals. This program reinforces the knowledge attained in the Basic Electronics course at Keesler AFB. The remainder of the course is paper-based with Volume 2, *Test Equipment*, providing in-depth instruction on the operation and capabilities of commonly used electronic test and diagnostic equipment. Volume 3, *Communications Principles*, covers a variety of important topics ranging from modulation principles, light-wave communications, Aerospace Expeditionary Forces (AEF), and installation practices. Volume 4 covers safety in the workcenter, knowledge of technical orders, and the operation of the instrument landing system (ILS), and tactical nav aids and weather systems. Volume 5 covers the operation of the VHF omnirange (VOR), and the tactical air navigation (TACAN) system. In volume 6, standard weather sensing systems such as the transmissometer, temperature-dew point set, digital barometer, digital wind measuring set, and visibility computer are discussed.

2E153-Ground Radio Communications Journeyman

1 CD-ROM, 4 Volumes: Activated May 2002

Hours: Volumes – 69 CE – 19

Points: Volumes – 23 CE - 6

Content: This course, when coupled with on-the-job training, will enhance trainees' ability to maintain a variety of communications-electronics equipment utilized in the Air Force. The first three volumes are common to all 2E career fields with the first being an interactive CD-ROM providing instruction on electronic fundamentals. This program reinforces the knowledge attained in the Basic Electronics course at Keesler AFB. The remainder of the course is paper-based with Volume 2, *Test Equipment*, providing in-depth instruction on the operation and capabilities of commonly used electronic test and diagnostic equipment. Volume 3, *Communications Principles*, covers a variety of important topics ranging from modulation principles, light-wave communications, Aerospace Expeditionary Forces (AEF), and installation practices. Volumes 4 and 5 are aimed more specifically toward the Ground Radio Maintainer. Volume 4, *Transmit and Receive Fundamentals*, discusses operation theory of some common radio communications equipment and then gives an overview of transmission lines and antenna principles. Finally, Volume 5, *Mission Systems and Equipment*, wraps up the course with an overview of communications systems used in support of important Air Force missions such as Tactical Air Control, Intelligence, High Frequency Global Communications, Air Traffic Control, and Missile Communications. Upon completion of the course, trainee will possess a solid foundation of knowledge upon which to build a successful career in the Ground Radio Communications field.

2E154 – Visual Imagery and Intrusion Detection Systems

6 Volumes: Activated Mar 2002

Hours: Volumes – 135 CE – 33

Points: Volumes – 45 CE – 11

Contents: This course, when coupled with on-the-job training, will enhance trainees' ability to maintain a variety of communications-electronics equipment utilized in the Air Force. The first three volumes are common to all 2E career fields with the first being an interactive CD-ROM providing instruction on electronic fundamentals. This program reinforces the knowledge attained in the Basic Electronics course at Keesler AFB. The remainder of the course is paper-based with Volume 2, *Test Equipment*, providing in-depth instruction on the operation and capabilities of commonly used electronic test and diagnostic equipment. Volume 3, *Communications Principles*, covers a variety of important topics ranging from modulation principles, light-wave communications, Aerospace Expeditionary Forces (AEF), and installation practices. Volume 4 discusses job specific tools and safety; interior, exterior, and buried sensor systems; annunciators, and command and control systems; and close-circuit camera, infrared, and thermal assessment systems. Volume 5 explores television and microwave system principles; video tape recording systems; video cameras and television monitors; and television studio equipment systems. Volume 6 delves into photography principles; ground cameras and digital imaging; film processing equipment; and electronic imaging, quality control and camcorders.

2E251-Computer, Network, Switching, and Cryptographic Systems Journeyman

1 CDROM, 5 Volumes: Activated Aug 96; Revised May 2002

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

Content: Volume 1 is a compact disk that holds electronic principles information building on the electronic fundamentals training you've already received. Volume 2 covers principles of troubleshooting, general, common, and microwave test equipment. Volume 3 covers modulation and digital transmission, interface standards, fiber optics, mobility procedures, expeditionary communications, and standard installation practices. Volume 4 covers transmission media and information systems concepts. Volume 5 covers specialized and mobile communications systems. Volume 6 covers communications security, maintenance management, and operational risk management.

2E351B-Secure Communications Systems Maintenance Journeyman

3 Volumes: Activated Mar 96; Revised Mar 2001

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

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Content: Volume 1 discusses communications electronics equipment inspections, reporting, and forms; publications; security; Air Force Occupational Safety and Health; and handtools. Volume 2 covers many of the more common pieces of test equipment. Volume 3 pertains to communications systems and their components. It examines basic communications theory, modems, multiplexers, and systems troubleshooting.

2E652-Communications Cable and Antenna Systems Journeyman

1 CDROM, 5 Volumes: Activated Apr 2001; Revised Apr 2002

Hours: Volumes - 147 CE - 36

Points: Volumes - 49 CE - 12

Content: This course, when coupled with on-the-job training, will enhance trainees' ability to maintain a variety of communications-electronics equipment utilized in the Air Force. The first three volumes are common to all 2E career fields with the first being an interactive CD-ROM providing instruction on electronic fundamentals. This program reinforces the knowledge attained in the Basic

Electronics course at Keesler AFB. The remainder of the course is paper-based with Volume 2, *Test Equipment*, providing in-depth instruction on the operation and capabilities of commonly used electronic test and diagnostic equipment. Volume 3, *Communications Principles*, covers a variety of important topics ranging from modulation principles, light-wave communications, Aerospace Expeditionary Forces (AEF), and installation practices. Volume 4 covers safety and equipment; CSIR's; vehicles and climbing; antenna theory and supports; antenna installation and maintenance. Volume 5 explains the makeup of telephone cable; aerial, underground, buried and special cables; MDF and distribution terminals; splicing; pressure; cable protection. Volume 6 includes information on cable testing; fault location; data circuit testing; fiber optic installation, splicing, terminating, testing, and end equipment.

2E653-Telephone Systems Journeyman

1 CDROM, 5 Volumes: May 2002

Hours: Volumes - 114 CE - 30

Points: Volumes - 38 CE - 10

Content: This course, when coupled with on-the-job training, will enhance trainees' ability to maintain a variety of communications-electronics equipment utilized in the Air Force. The first three volumes are common to all 2E career fields with the first being an interactive CD-ROM providing instruction on electronic fundamentals. This program reinforces the knowledge attained in the Basic Electronics course at Keesler AFB. The remainder of the course is paper-based with Volume 2, *Test Equipment*, providing in-depth instruction on the operation and capabilities of commonly used electronic test and diagnostic equipment. Volume 3, *Communications Principles*, covers a variety of important topics ranging from modulation principles, light-wave communications, Aerospace Expeditionary Forces (AEF), and installation practices. Volume 4 discusses safety; voice communications within a telephone system; typical equipment; digital switching system equipment operation; and base cable system, trunking, and fiber-optic terminating equipment. Volume 5 addresses the Digital Switch Command System, the DMS/MSL-100 Maintenance System, digital switching systems administration and maintenance, peripheral module operation, input/output, lines maintenance, and trunks maintenance. Volume 6 covers switch security practices, commercial communications, translations and service orders, the log utility (LOGUTIL), operational measurements (OM), switch alarm systems, ancillary equipment that ties into the DMS or MSL-100, and power equipment.

(2F) Fuels

2F051-Fuels Journeyman

2 Volumes: Activated May 96; Revised Jan 2002

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

Content: This two-volume CDC includes a study of the fundamentals concerned with fuels related subjects, broad specialty functions, and career area opportunities. This course offers you the knowledge needed to develop the performance skills for upgrading to AFSC 2F051. It will enlarge and expand your training from the 3ABR2F031 resident course with a sufficient review of that training to allow for clarity of development. Volume 1 provides information on publications, safety, and fuels operations. Volume 2 covers all the functions of a fuels information service center (FISC), and mobility.

2F071-Fuels Craftsman

1 Volume: Activated Jul 96; Revised Apr 2002

Hours: Volume - 21 CE - 6

Points: Volume - 7 CE - 2

Content: This course contains in-depth information on fuel equipment operator maintenance, special operations, quality control tests, and accounting transactions. Completion of this course will prepare you for the in-resident 7-level course. You should have some experience and a good working knowledge of these subjects before you come to the in-resident school.

(2G) Logistical Plans

2G051-Logistics Plans Journeyman

2 Volumes: Revised Mar 98; Revised Jun 2000; Revised Feb 2002

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: Volume 1 discusses the career field and the different programs it encompasses; national defense issues and policy; air and space planning; the support agreements process; War Reserve Materiel Management; and an introduction to planning. Volume 2 enhances your knowledge of SORTS and site surveys; covers the importance of command and control; discusses development of TPFDDs and UTCs; outlines the COMPES system; encompasses the deployment process; and defines employment, sustainment assessments, and redeployment planning.

2G071-Logistics Plans Craftsman

1 Volume: Revised Jun 97; Revised August 2002

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This volume covers JOPES, deliberate and crisis planning, the war and mobilization plan (WMP), the time-phased force deployment data (TPFDD) development process, the areas of designed operational capability statements (DOCs), base/unit beddowns, sustainability assessments, logistics command and control, determining war reserve materiel (WRM) requirements, and the deployment planning process.

(2M) Missile & Space Systems Maintenance

2M051A-Missile and Space Systems Electronic Maintenance Journeyman

3 Volumes: Activated Dec 95; Revised Feb 01

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 subjects range from general career field information to space launch vehicles. Volume 2 covers subjects ranging from missile organizations to the security system. Volume 3 covers command and control to RFI gasket inspection.

Special Information: CDC 2M051A is a mandatory prerequisite for CDCs 2M051B/C.

2M051B-Missile and Space Systems Electronic Maintenance Journeyman

2 Volumes: Activated Jan 96

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 pertains to Minuteman and Peacekeeper weapons systems including subjects ranging from the mission of ICBMs to Peacekeeper command and control. Volume 2 covers

Minuteman and Peacekeeper maintenance fundamentals with subjects ranging from the weapon system hardness preservation to RFI gasket inspection.

Special Information: CDC 2M051A is a mandatory prerequisite for CDCs 2M051B/C.

2M051C-Missile and Space Systems Electronic Maintenance Journeyman

2 Volumes: Activated Feb 96

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 pertains to cruise missile fundamentals. The subjects covered in this volume range from maintenance management to the Advanced Cruise Missile. Volume 2 pertains to cruise missile weapon systems. The subjects covered in this volume range from the integration systems to advanced cruise missile level I testing.

Special Information: CDC 2M051A is a mandatory prerequisite for CDCs 2M051B/C.

2M052-Missile and Space Systems Maintenance Journeyman

4 Volumes: Activated Feb 96; Revised Apr 2001

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

Content: Volume 1, *Missile and Space Systems Orientation*, pertains to the basic career field orientation. The subjects covered in this volume range from career field progression and the weapon system to maintenance management. Volume 2 covers the fundamentals of missile, space lift, and research and development systems. Volume 3 covers vehicles and equipment used to perform missile maintenance. Volume 4 pertains to missile maintenance.

2M053-Missile and Space Facilities Journeyman

5 Volumes: Activated Jul 96; Revised Jan 01

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: Volume 1 covers the fundamentals of missile maintenance. Volume 2 pertains primarily to power systems. Electrical components, test equipment, power systems, and waste disposal systems are also discussed in volume 2. Volume 3 covers missile environmental control systems. Volume 4 pertains to missile support base maintenance. Volume 5 deals with the fundamentals of space systems.

2M071-Missile and Space Systems Electronic Maintenance Craftsman

2 Volumes: Activated October 1996; Revised Apr 2002

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers missile, space, and research and development organizations; testing, inspecting, reporting processes, and safety guidelines; space lift systems; and research and development. Volume 2 pertains to Minuteman, Peacekeeper, and cruise missile maintenance fundamentals.

2M072-Missile and Space Systems Maintenance Craftsman

2 Volumes: Activated April 1997; Revised Feb 2002

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers maintenance management functions and responsibilities, an overview of some of the maintenance processes associated with the weapon system, and both the Minuteman and Peacekeeper weapon systems. It also gives an overview of publications, weapon systems hardness, EMDAS, and deficiency reporting. Volume 2 covers space lift vehicles, their facilities, and satellite systems; advanced maintenance principles; and air and space hardware and corrosion control.

2M073-Missile and Space Facilities Craftsman

2 Volumes: Activated Mar 1997; Revised Jan 2002

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

Content: Volume 1 covers maintenance management; hardness assurance, status reporting, and reliability and maintainability of air and space equipment; and missile and space systems test/inspection processes. Volume 2 pertains to space lift systems, power generation and distribution, environmental control systems, and advanced troubleshooting.

(2P) Precision Measurement

2P051A-Precision Measurement Equipment Laboratory Journeyman

2 Volumes: Activated Aug 96

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 covers general information including duties, career ladder progression, job hazards and safety, equipment and technical order deficiency reporting, PMEL practices and procedures, and general use of the PMEL Automated Management System (PAMS). Volume 2 deals with selected measurement mathematical computations and their applications, and gives an overview of the principles of several areas of measurements made in the physical-dimensional area of the PMEL.

Special Information: CDC 2P051A is a mandatory prerequisite for enrollment in CDC 2P051B.

2P051B-Precision Measurement Equipment Laboratory Journeyman

3 Volumes: Activated Jun 97

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

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Content: Volume 1 covers K-1 and K-8 type TMDE and standards. Volume 2 discusses signal generating and measuring TMDE. Volume 3 covers subjects related to time and data domain including oscilloscope use and troubleshooting.

Special Information: CDC 2P051A is a mandatory prerequisite for enrollment in CDC 2P051B.

2P071-Precision Measurement Equipment Laboratory Craftsman

4 Volumes: Activated Jan 96

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

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Content: Volume 1 covers K-8 type standards and the principles in two common types of measurement--VOR/ILS and spectrum analysis. Volume 2 deals with the 8563A spectrum analyzer and the 8673D signal generator. Volume 3 covers various pieces of test equipment, as well as the standards used in microwave and physical/dimensional sections of the lab. Volume 4 explores two areas for the first time in a nonresident course, using and troubleshooting unique F-15 and F-16 related TMDE.

(2R) Maintenance Management Systems

2RX7X-Maintenance Management Craftsman

2 Volumes: Revised Nov 99

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volumes 1 covers maintenance management, its organizational structure and different responsibilities Volume 2 covers the supply system and resource management.

2R051-Maintenance Data Systems Analysis Journeyman

4 Volumes: Activated Oct 1994; Revised Jun 1999

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

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Content: Volumes 1 covers data processing knowledge for an analyst together and analyze maintenance data. Volume 2 covers CAMS administration CAMS database troubleshooting and correction tools, database verification correction, query language, and processor. Volume 3 covers the 12-step process for analyzing data, producing special studies, and researching problem areas of maintenance. Volume 4 covers hypothesis and statistical analysis.

2R071-Maintenance Data Systems Analysis Craftsman

2 Volumes: Activated Jun 95; Revised Aug 1999

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

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Content: Volume 1 covers general knowledge an analyst needs to manage the Core Automated Maintenance System (CAMS). Volumes 2 is presented in six units consisting of a detailed look at the analysis process, descriptive statistics, statistical process control, hypothesis testing with an introduction to parametric and nonparametric testing, and methods of plotting trend lines for both linear and curvilinear data.

2R151-Maintenance Scheduling Journeyman

3 Volumes: Revised May 98

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 covers maintenance guidelines, maintenance organization, responsibilities, Air Force publications, maintenance concepts, and inspection concepts. Volume 2 discusses both documentation and engine documentation activities. Volume 3 covers plans and scheduling.

2R171-Maintenance Scheduling Craftsman

2 Volumes: Activated Jun 95; Revised Jul 2000

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: Volume 1 covers logistics and resource management, the Air Force supply system, and programs and procedures. Volume 2 pertains to maintenance and training management.

(2S) Supply**2S051-Supply Management Journeyman**

4 Volumes: Activated Oct 2001

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers general supply knowledge, the SMAG concept and procedures and analysis functions, and addresses Document Control. Volume 2 covers combat operations support. Volume 3 talks about equipment management and stock control. Volume 4 covers warehouse operations.

2S052-Supply Systems Analyst Journeyman

4 Volumes: Revised Feb 98; Revised Jul 2002

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

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Content: Volume 1 is an introduction to the Standard Base Supply System. Volume 2 covers the Data Management System (DMS 1100), internal records and inquiries, and database retrievals using high-level languages. Volume 3 covers computer security and resource management, computer processing, and interfaces. Volume 4 is an introduction to Local Area Networks.

2S071-Supply Management Craftsman

3 Volumes: Activated Oct 2001

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

Content: Volume 1 introduces the Standard Base Supply System as a Supply Management Craftsman. Volume 2 discusses duties of combat operations, equipment management, and stock control. Volume 3 covers the duties associated with warehouse operations.

2S072-Supply Systems Analyst Craftsman

1 Volume: Activated Jul 98

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

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Content: This one volume course covers the software associated with the Data Communications Architecture, the makeup of a DMS 1100 database, and instructions on optimal programming and

debugging techniques as it applies to QLP and SURGE. It also defines microcomputer terms needed to fully understand the inner workings of a personal computer.

(2T) Transportation & Vehicle Maintenance

2T051-Traffic Management Journeyman

3 Volumes: Activated Jan 98

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

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Content: Volume 1 discusses traffic management publications and forms, information warfare, safety, packaging to include preservation, packaging control, and reusable containers. Volume 2 deals with requirements for cargo movement from the point of origin to worldwide destination and documentation that applies to each shipment. Volume 3 covers the passenger services available.

Special Information: This course is "For Official Use Only."

2T071-Traffic Management Craftsman

2 Volumes: Activated Oct 1994; Revised Apr 2000

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 pertains to the movement of passengers and personal property. Volume 2 pertains to cargo movement, supervising packaging, and freight sections, to affiliation with combat readiness, and resources area.

Special Information: This course is "For Official Use Only."

2T151-Vehicle Operator/Dispatcher Journeyman

3 Volumes: Activated Nov 98

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers career path, trainer, and trainee responsibilities, and the career development course. It gives an overview of the objective wing, presents a summary of manpower and budget resources, and covers the mission, duties and responsibilities, hazards, and the structure of vehicle operations flight. Volume 2 covers functions of Vehicle Operations. Volume 3 presents readiness, operations, and management responsibilities of the career field.

2T171-Vehicle Operations Craftsman

2 Volumes: Activated Oct 1994; Revised May 1999

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

Content: Volume 1 covers the general structure, responsibilities and programs of the vehicle operations flight. Volume 2 covers information about the On-Line Vehicle Interactive Management System and the Fleet Management Element of Vehicle Operations Flight.

2T353-Vehicle Maintenance Control and Analysis Journeyman

3 Volumes: Activated October 96

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 covers vehicle maintenance management. Volume 2 gives an overview of Air Force Occupational Safety and Health program (AFOSH) and material control functions and related duties. Volume 3 covers data collection, data processing, and presentation of maintenance data.

2T231-Air Transportation Apprentice

2 Volumes: Activated Jan 98

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 focuses on basic information about the air transportation career field and provides an overview on the sections and responsibilities of the air passenger terminal and air terminal operations flight. Volume 2 covers the air cargo aspects of this career field. It also covers the types of equipment that will be operated, information on aircraft loading and servicing, and the various transportation computer systems.

2T251-Air Transportation Journeyman

3 Volumes: Activated Jul 97

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

Content: Volume 1 pertains to the overall career field, military airlift system, safety, security, and equipment. Volume 2 covers the cargo responsibilities along with airdrop and fleet service. Volume 3 deals with the passenger processing responsibilities and air terminal operations center functions.

2T271-Air Transportation Craftsman

3 Volumes: Activated Oct 1994; Revised Aug 1999

Hours: Volumes - 42 - CE - 12

Points: Volumes - 14 - CE - 4

Content: Volume 1 covers background information related to the duties and responsibilities of an air transportation craftsman. Volume 2 covers areas pertaining to processing and transporting passengers. Volume 3 discusses detailed passenger service and air terminal operations.

2T351-Special Purpose Vehicle and Equipment Journeyman

2 Volumes: Activated Oct 97

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

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Content: Volume 1 contains information on cranes, crawler tractors, sweepers, graders, and snow equipment. Volume 2 discusses the K-loader, forklifts, towing equipment, and the deicer.

Special Information: CDCs 2T350A/B are prerequisites for enrollment in CDC 2T351.

2T352A-Special Vehicle Maintenance Journeyman (Fire Trucks)

1 Volume: Activated Jul 97

Hours: Volumes - 18 CE - 6

Points: Volumes - 6 CE - 2

Content: This one volume course covers the fundamentals and maintenance of fire trucks; specifically, the P-19 and P-23 variety.

Special Information: CDCs 2T350A/B are prerequisites for enrollment in CDC 2T352A.

2T352B-Special Vehicle Maintenance Journeyman (Refueling Vehicles)

1 Volume: Activated Oct 97

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: This one volume course covers the R-9 and R-11 aircraft refueling vehicles.

Special Information: CDCs 2T350A/B are prerequisites for enrollment in CDC 2T352B.

2T350A-Basic Vehicle Maintenance (Course A)

3 Volumes: Activated December 96

Hours: Volumes - 102 CE - 27

Points: Volumes - 34 CE - 9

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Content: Volume 1, *Vehicle Maintenance Management*, covers a traditional rendition of vehicle maintenance theories, concepts, procedures, and common management practices within the career field. Volume 2 discusses the basics for gasoline and diesel engines. Volume 3 addresses engine electrical systems.

Special Information: CDC 2T350A is a prerequisite for enrollment in CDC 2T350B. CDCs 2T350A/B are prerequisites for enrollment in CDCs 2T351, 2T352A, and 2T352B.

2T350B-Basic Vehicle Maintenance (Course B)

3 Volumes: Activated May 97

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

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Content: Volume 1 covers information on drivetrains. Volume 2 discusses vehicle chassis systems. Volume 3 covers miscellaneous vehicle systems such as hydraulic systems, air bags, split-rim wheels, and heating and air-conditioning systems.

Special Information: CDC 2T350A is a prerequisite for enrollment in CDC 2T350B. CDCs 2T350A/B are prerequisites for enrollment in CDCs 2T351, 2T352A, and 2T352B.

2T375A-Vehicle Maintenance Craftsman

3 Volumes: Activated Jul 97

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

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Content: Volume 1 covers maintenance management. Volume 2 discusses fire truck systems, specifically the P-19 and the P-23 fire trucks. Volume 3 covers allied trades.

Special Information: CDC 2T375A is a prerequisite for enrollment in CDC 2T375B.

2T375B-Vehicle Maintenance Craftsman

3 Volumes: Activated Oct 97

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information on cranes, crawler tractors, sweepers, graders, and snow equipment. Volume 2 discusses the K-loader, forklifts, towing equipment, and the deicer.

Special Information: CDC 2T375A is a prerequisite for enrollment in CDC 2T375B.

2T452-Vehicle Body Maintenance Journeyman

2 Volumes: Activated Mar 1997

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

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Content: Volume 1 covers vehicle maintenance management. Volume 2 discusses the specifics of automotive body repair frame, trim, and hardware; vehicle upholstery; corrosion control; and automotive glass. It also covers various types of welding and information about repair of heat exchangers and fuel tanks.

(2W) Munitions & Weapons**2W151A-Aircraft Armament Systems Journeyman**

3 Volumes: Activated Apr 95; Revised Mar 2000

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volume 1 covers administration, management, and publications. Volume 2 covers ground and explosive safety, nuclear surety, and operation and resources security. Volume 3 covers maintenance fundamentals and practices.

2W151B-Aircraft Armament Systems Journeyman

3 Volumes: Activated Nov 95; Revised May 2000

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

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Content: Volume 1 contains information on the air and space ground equipment used in your career field. Volume 2 covers the munitions that are flown on the many different aircraft in the Air Force inventory. Volume 3 discusses the armament system components and gun components.

2W171-Aircraft Armament Systems Craftsman

1 Volume: Activated May 95; Revised Jul 2000

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: This volume covers aircraft equipment forms, their use and maintenance, mobility, expediting, and safety awareness.

2W051A-Munitions Systems Journeyman

4 Volumes: Revised May 98

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

Content: Volume 1 focuses on the role of the 2W0X1 career field within the context of the Air Force career field structure, the day to day duties as well as those which meet the Air Force mission in planning for contingency operations. Volume 2 discusses security, safety, and general maintenance subjects. Volume 3 discusses planning, scheduling, controlling, accounting, and managing munitions data. Volume 4 covers munitions inspection, shipping and receiving munitions, and storage procedures.

2W051B-Munitions Systems Journeyman

3 Volumes: Revised May 98

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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Content: Volume 1 pertains to general maintenance and handling equipment. Volume 2 covers knowledge of general munitions. Volume 3 covers the precision guided munitions and their test equipment.

2W071-Munitions Systems Craftsman

1 Volume: Activated Jan 1999

Hours: Volumes - 9 CE - 6

Points: Volumes - 3 CE - 2

Content: This one volume course deals with job related areas for munitions systems craftsmen.

2W251A-Nuclear Weapons Journeyman

5 Volumes: Activated Mar 96

Hours: Volumes - 60 CE -15

Points: Volumes - 20 CE - 5

SALE RESTRICTED (FOUO) Limited to Department of Defense Personnel

Content: Volume 1 covers nuclear weapons management, reports and historical documentation, accountability and controlling materiel, and technical orders. Volume 2 discusses nuclear theory, explosives, and ground safety. Volume 3 covers nuclear surety and security procedures. Volume 4 covers maintenance operations that are used daily. Volume 5 discusses general and special test and handling equipment procedures.

2W251B-Nuclear Weapons Journeyman

5 Volumes: Activated Feb 97

Hours: Volumes - 66 CE -15

Points: Volumes - 22 CE - 5

SALE RESTRICTED (FOUO) Limited to Department of Defense Personnel

Content: Volume 1 discusses Nuclear Ordnance Commodity Management (NOCM) accountability and Combat Ammunition System-Base (CAS-B) procedures. Volume 2 covers basic ground-handling procedures and equipment common to this career field. Volume 3 covers general maintenance

practices, and procedures for gravity weapons and release systems. Volume 4 covers guided missiles and delivery systems. Volume 5 covers reentry vehicles and systems

(3A) Information Management

3A051A-Information Management Journeyman

2 Volumes: Activated Aug 97; Revised Apr 1999; Revised Jun 2000

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

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Content: Volume 1 discusses organization of this Air Force Specialty, the life cycle of information and IM responsibilities, and war and contingency operations. Volume 2 covers the duties and responsibilities of the Record Manager, the Records Information Management System (RIMS), electronic recordkeeping, Information Collections and Reports, the Freedom of Information Act, and the Privacy Act.

3A051B-Information Management Journeyman

2 Volumes: Activated Aug 97; Revised Jun 2000

Hours: Volumes - 18 CE - 6

Points: Volumes - 6 CE - 2

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Content: Volume 1 discusses the world of computers-its hardware and internal operations. Volume 2 covers a wide spectrum of duties and responsibilities from drafting an official memorandum to caring for classified material.

3A071-Information Management Craftsman

2 Volumes: Activated Aug 97; Revised Jun 2000

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

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Content: Volume 1 covers the legal framework of this career field, the functional and manpower responsibilities, communications and publishing, records management, Federal laws, and war and contingency responsibilities. Volume 2 discusses the planning process, handling classified material, and computer security.

(3C) Communications-Computer Systems

3C051A-Communications-Computer Systems Operations Journeyman

2 Volumes: Revised Jan 97; Revised Mar 2001

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

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Content: This course is considered complete with Volumes 1 and 3. Volume 1 covers aspects of equipment safety, fire safety, AFOSH, security, and publications. Volume 3 discusses data processing concepts, hardware components, peripheral devices, media library, and system operations.

Special Information: CDC 3C051A is a mandatory prerequisite for enrollment in CDC 3C051B.

3C051B-Communications-Computer Systems Operations Journeyman

2 Volumes: Revised Jun 97; Revised Mar 2001

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: This course is considered complete with Volumes 2 and 4. Volume 2 covers communications-computer networks. Volume 4 covers the basic principles of electronics. Volume 4 discusses communications-computer management activities.

Special Information: CDC 3C051A is a mandatory prerequisite for enrollment in CDC 3C051B.

3C151-Radio Communications Systems Journeyman

3 Volumes: Activated Apr 98

Hours: Volumes - 47 CE - 12

Points: Volumes - 14 CE - 4

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Content: Volume 1 discusses radio wave creation, propagation, and characteristics. It also covers the electromagnetic spectrum. Volume 2 covers communications equipment principles, satellite communications, and antennas. Volume 3 deals with communications missions, security, and operations.

3C152-Electromagnetic Spectrum Management Journeyman

3 Volumes: Activated Nov 98; Revised Apr 2001

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

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Content: Volume 1 is a broad conglomeration of various spectrum management tasks and concerns. Volume 2 reinforces and adds to the knowledge covered in the apprentice course. It uses some of the math and calculator skills covered in Volume 1.

3C052-Communications-Computer Systems Programming Journeyman

4 Volumes: Activated Mar 95; Revised Aug 1999

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

Content: Volume 1 covers developing communication computer software programming language, and software quality. Volume 2 covers communications systems protocols, message and packet switching concepts, and the international organization for standardization open systems interconnection. Volume 3 covers characteristics of the Ada language, memory organization, the microprocessor, assembler statement utility programs, and the assembly of Ada programming languages. Volume 4 covers Ada Language, memory organization, the microprocessor, and assembler statement.

3C072-Communications-Computer Systems Programming Craftsman

3 Volumes: Activated Dec 95

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 discusses software engineering goals, tools, principles, and other fundamental software engineering concepts; development methodologies; information about software security policies; and software vulnerabilities. Volume 2 discusses basic math concepts, the decimal numbering system, word problems, and computer memory; data structures and data manipulation; data base concepts and design. Volume 3 covers the requirements analysis process and open systems architecture; and it presents information about the software quality process.

3C251A-Communications-Computer Systems Control Journeyman

4 Volumes: Activated Oct 95

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

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Content: Volume 1 deals with the mathematical and electronic fundamentals needed by systems controllers. Volume 2 covers the principles of electronic soldering and the maintenance and care of electrical connectors. Volume 3 is a study of modulation, multiplexing, and digital signaling techniques. Volume 4 covers the fundamentals of digital communications networks and data processing techniques.

3C251B-Communications-Computer Systems Control Journeyman

4 Volumes: Activated Sep 2002

Hours: Volume - 66 CE - 15

Points: Volume - 22 CE - 5

Content: Volume 1 covers the different types of transmission media used in the Defense Information Infrastructure (DII). Volume 2 discusses the various types of communications systems used in the Air Force. Volume 3 focuses on the types of systems control facilities and their associated equipment and functions. Finally, Volume 4 covers quality control and the tests needed for the different types of systems control functions.

3C351-Communications-Computer Systems Planning and Implementation Management Journeyman

4 Volumes: Activated Jun 95, Volumes 2 and 4 only, Jan 97; Revised Jan 98; Revised Mar 2002

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

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Content: Volume 1 discusses the basic elements of Communications-Computer Systems (C-CS) Technology. Volume 2 looks at the role and missions, and strategic and operational planning as it applies to communications-computer systems in support of the Expeditionary Air and space Force concept. Volume 3 carries you through the development of programs and projects to overcome shortfalls identified in the planning process. Volume 4 discusses deployment planning, C-CS Installation Records (CSIRs), contract management roles and responsibilities, support agreements, and base civil engineer interface.

(3E) Civil Engineering

Electrical Systems

3E051A-Electrical Systems Journeyman

4 Volumes: Revised Mar 98; Revised Feb 01

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

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Content: Volume 1 covers safety and general subjects. Volume 2 discusses electrical and electronic fundamentals. Volume 3 discusses grounds, lightning, and static electricity. Volume 4 covers electrician's tools, materials, and devices needed to install services, service drops, service entrances, and distribution panels. It also covers the planning and laying out of work, circuit installation with nonmetallic cable, conduit, troubleshooting and maintaining distribution systems.

Special Information: CDC 3E051A is a prerequisite for enrollment in CDC 3E051B.

3E051B-Electrical Systems Journeyman

4 Volumes: Revised Nov 98

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

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Content: Volume 1 covers the overhead distribution system from installation of substation equipment to working on energized lines and equipment. Volume 2 covers motors and their control circuits, installation of electrical circuits in hazardous locations, appliances, cathodic protection, intrusion and fire alarms, and an introduction into third harmonics. Volume 3 discusses the basics of underground distribution, airfield lighting and street/area lighting. Volume 4 deals with specific contingency responsibilities.

Environmental

3E453A-Environmental Controls Journeyman

3 Volumes: Activated Aug 96; Revised May 2002

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information to familiarize you with safety, CE fundamentals, management, and publications. Volume 2 covers environmental management. Volume 3 covers pest management.

Special Information: CDC 3E453A or 3E453G is a mandatory prerequisite for enrollment in CDC 3E453B or 3E453H.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E453G, which has a computer-based test.

3E453B-Environmental Controls Journeyman

3 Volumes: Activated November 1996 ; Revised October 2002

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

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Content: Volume 1 discusses how pests are classified and how and why they respond as they do. Volume 2 covers such various disease vectors as mosquitoes, flies, fleas, lice, ticks, and mites. Volume 3 addresses economic pests that destroy structures, stored foods, fabrics, and ornamental plants.

Special Information: CDC 3E453A or 3E453G is a mandatory prerequisite for enrollment in CDC 3E453B or 3E453H.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E453H, which has a computer-based test.

3E453G-Environmental Journeyman (with a Computer-Based Test)

3 Volumes: Activated Sep 00

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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Content: Volume 1 contains information to familiarize you with safety, CE fundamentals, management, and publications. Volume 2 covers environmental management. Volume 3 covers pest management.

NOTE: The only difference between this course and course number 3E453A is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E453A or 3E453G is a mandatory prerequisite for enrollment in CDC 3E453B or 3E453H.

3E453H-Environmental Journeyman (with a Computer-Based Test)

3 Volumes: Activated Sep 00

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses how pests are classified and how and why they respond as they do. Volume 2 covers such various disease vectors as mosquitoes, flies, fleas, lice, ticks, and mites. Volume 3 addresses economic pests that destroy structures, stored foods, fabrics, and ornamental plants.

NOTE: The only difference between this course and course number 3E453B is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E453A or 3E453G is a mandatory prerequisite for enrollment in CDC 3E453B or 3E453H.

3E453I - Environmental Journeyman (with a Computer-Based Test)

4 Volumes: Activated Sep 00

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers household and venomous pests. Volume 2 looks at warm-blooded pests. Volume 3 discusses pest vegetation. Volume 4 addresses specific contingency requirements during deployment for exercises, disaster relief, or war. It also covers the Reverse Osmosis Water Purification Unit (ROWPU).

NOTE: The only difference between this course and course number 3E453C is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E453B or 3E453H is a mandatory prerequisite for enrollment in CDC 3E453C or 3E453I.

Engineering

3E551A-Engineering Journeyman

4 Volumes: Activated Aug 97; Revised Apr 2002

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 provides the knowledge for general Civil Engineer subjects including Civil Engineer structure and organization, training, security, safety, publications, and Civil Engineer management. Volume 2 covers basic knowledge required for wartime tasks and responsibilities. Volume 3 provides the knowledge of mathematics needed to compute problems in surveying, engineering design, cost estimating, and materials testing. Volume 4 covers plane surveying, plane surveying equipment and its use, horizontal and vertical control, documentation of survey work, and topographic mapping and surveying. Volume 5 covers construction surveying.

Special Information: CDC 3E551A or 3E551G is a mandatory prerequisite for enrollment in CDC 3E551B or 3E551H.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E551G, which has a computer-based test.

3E551B-Engineering Journeyman

4 Volumes: Activated June 98

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers general drafting subjects. Volume 2 gives background information in the area of design. Volume 3 provides basic knowledge in the area of contract management. Volume 4 covers some of the basics concerning materials design and testing.

Special Information: CDC 3E551A or 3E551G is a mandatory prerequisite for enrollment in CDC 3E551B or 3E551H.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E551H, which has a computer-based test.

3E551G-Engineering Journeyman (with a Computer-Based Test)

5 Volumes: Activated Aug 97

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE - 9

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 provides the knowledge for general Civil Engineer subjects including Civil Engineer structure and organization, training, security, safety, publications, and Civil Engineer management. Volume 2 covers basic knowledge required for wartime tasks and responsibilities. Volume 3 provides the knowledge of mathematics needed to compute problems in surveying, engineering design, cost estimating, and materials testing. Volume 4 covers plane surveying, plane

surveying equipment and its use, horizontal and vertical control, documentation of survey work, and topographic mapping and surveying. Volume 5 covers construction surveying.

NOTE: The only difference between this course and course number 3E551A is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E551A or 3E551G is a mandatory prerequisite for enrollment in CDC 3E551B or 3E551H.

3E551H-Engineering Journeyman (with a Computer-Based Test)

4 Volumes: Activated Sep 00

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers general drafting subjects. Volume 2 gives background information in the area of design. Volume 3 provides basic knowledge in the area of contract management. Volume 4 covers some of the basics concerning materials design and testing.

NOTE: The only difference between this course and course number 3E551B is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E551A or 3E551G is a mandatory prerequisite for enrollment in CDC 3E551B or 3E551H.

3E651-Operations Management Journeyman

2 Volumes: Activated Oct 2000

Hours: Vol - 27 CE - 6

Points: Vol - 9 CE - 2

Content: Volume 1 contains information designed to familiarize you with Civil Engineer General Knowledge. Volume 2 covers Operations Management Responsibilities. This course is designed to teach new topics as well as refresh you with what you may have already learned in the 3 level Operations Management Course.

3E651G-Operations Management Journeyman (with a Computer-Based Final Exam)

2 Volumes: Activated Jan 2002

Hours: Vol - 27 CE - 6

Points: Vol - 9 CE - 2

Content: Volume 1 contains information designed to familiarize you with Civil Engineer General Knowledge. Volume 2 covers Operations Management Responsibilities. This course is designed to teach new topics as well as refresh you with what you may have already learned in the 3 level Operations Management Course.

Power Production

3E052A-Electrical Power Production Journeyman

3 Volumes: Activated October 1996

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers CE organization, management, and AFSC specific contingency responsibilities. Volume 2 covers electrical principles, electronic principles, grounding fundamentals, and troubleshooting. Volume 3 discusses the production of AC power, powerplant switchgears, and solid-state uninterruptible power supplies (SSUPS).

Special Information: CDC 3E052A or 3E052G is a prerequisite for enrollment in CDC 3E052B or 3E052H. **NOTE:** Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E052G, which has a computer-based test.

3E052B-Electrical Power Production Journeyman

3 Volumes: Activated Mar 1997

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 familiarizes you with the maintenance involved with gasoline and diesel engines. Volume 2 deals with the auxiliary equipment and tasks involved in the power production career field. Volume 3 contains information on aircraft arresting systems. It covers operation, construction features, maintenance and troubleshooting of the MA-1A, BAK-9, BAK-12, BAK-14, BAK-13, and MASS systems.

Special Information: CDC 3E052A or 3E052G is a prerequisite for enrollment in CDC 3E052B or 3E052H. Once this course is complete, it is mandatory for student to complete CDC 3E050, *General Contingency Responsibilities*.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E052H, which has a computer-based test.

3E052G-Electrical Power Production Journeyman (with a Computer-Based Test)

3 Volumes: Activated Sep 00

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers CE organization, management, and AFSC specific contingency responsibilities. Volume 2 covers electrical principles, electronic principles, grounding fundamentals, and troubleshooting. Volume 3 discusses the production of AC power, powerplant switchgears, and solid-state uninterruptible power supplies (SSUPS). **NOTE:** The only difference between this course and course number 3E052A is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E052A or 3E052G is a prerequisite for enrollment in CDC 3E052B or 3E052H.

3E052H-Electrical Power Production Journeyman (with a Computer-Based Test)

3 Volumes: Activated Mar 1997

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 familiarizes you with the maintenance involved with gasoline and diesel engines. Volume 2 deals with the auxiliary equipment and tasks involved in the power production career field. Volume 3 contains information on aircraft arresting systems. It covers operation, construction

features, maintenance and troubleshooting of the MA-1A, BAK-9, BAK-12, BAK-14, BAK-13, and MASS systems.

NOTE: The only difference between this course and course number 3E052B is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E052A or 3E052G is a prerequisite for enrollment in CDC 3E052B or 3E052H. Once this course is complete, it is mandatory for student to complete CDC 3E050, *General Contingency Responsibilities*

Structural

3E351A-Structural Journeyman

2 Volumes: Activated October 1996; Revised Jan 2002

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information about the following subjects: Base Civil Engineer programs, activities management, resources management, safety, hazardous materials environmental awareness, and publications. Volume 2 covers tools, equipment, and the basic principles of metallurgy.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E351G, which has a computer-based test.

3E351B-Structural Journeyman

4 Volumes: Activated May 1997

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information used regarding structural layout and seams. Volume 2 covers sheet metal and fiberglass duct systems and other sheet metal components. Volume 3 covers oxyacetylene welding. Volume 4 discusses electrical arc welding and equipment.

Special Information: CDC 3E351A or 3E351G is a mandatory prerequisite for enrollment in CDC 3E351B or 3E351H.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E351H, which has a computer-based test.

3E351C-Structural Journeyman

4 Volumes: Activated Jul 97

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers carpentry tools and equipment, materials, interior finish, estimating materials, and the installation and maintenance of doors and windows. Volume 2 provides general information about concrete structures, block and brick construction, and floor and wall tile. Volume 3

discusses built-up roofing (BUR), metal roofing and building parts, and awnings and canopies. Volume 4 deals with AFSC-specific contingency responsibilities.

Special Information: CDC 3E351B or 3E351H is a mandatory prerequisite for enrollment in CDC 3E351C or 3E351I.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E351I, which has a computer-based test.

3E351G-Structural Journeyman (with a Computer-Based Test)

2 Volumes: Activated October 1996

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information about the following subjects: Base Civil Engineer programs, activities management, resources management, safety, hazardous materials environmental awareness, and publications. Volume 2 covers tools, equipment, and the basic principles of metallurgy.

NOTE: The only difference between this course and course number 3E351A is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E351A or 3E351G is a mandatory prerequisite for enrollment in CDC 3E351B or 3E351H.

3E351H-Structural Journeyman (with a Computer-Based Test)

4 Volumes: Activated Sep 00

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information used regarding structural layout and seams. Volume 2 covers sheet metal and fiberglass duct systems and other sheet metal components. Volume 3 covers oxyacetylene welding. Volume 4 discusses electrical arc welding and equipment.

NOTE: The only difference between this course and course number 3E351B is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E351A or 3E351G is a mandatory prerequisite for enrollment in CDC 3E351B or 3E351H.

3E351I-Structural Journeyman (with a Computer-Based Test)

4 Volumes: Activated Sep 00

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers carpentry tools and equipment, materials, interior finish, estimating materials, and the installation and maintenance of doors and windows. Volume 2 provides general information about concrete structures, block and brick construction, and floor and wall tile. Volume 3 discusses built-up roofing (BUR), metal roofing and building parts, and awnings and canopies. Volume 4 deals with AFSC-specific contingency responsibilities.

NOTE: The only difference between this course and course number 3E351C is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E351B or 3E351H is a mandatory prerequisite for enrollment in CDC 3E351C or 3E351I.

HVAC & Refrigeration

3E151A-Heating, Ventilation, Air-Conditioning, and Refrigeration Journeyman

3 Volumes: Revised June 98

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers civil engineer organization, career progression, civil engineer management, environmental concerns, and publications. Volume 2 discusses safety and health; HVAC/R lines, fittings, insulation, symbols, and prints; valves, soldering, and welding; and tools, equipment, and precision measuring instruments. Volume 3 pertains to electrical concepts, meters used to measure its' effects, schematic interpretation, and electrical devices that will be used in the field.

Special Information: CDC 3E151A or 3E052G is a prerequisite for enrollment in CDC 3E151B/C or 3E151H/I.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E151G, which has a computer-based test.

3E151B-Heating, Ventilation, Air-Conditioning, and Refrigeration Journeyman

4 Volumes: Revised Nov 98

Hours: Volumes - 111 CE - 27

Points: Volumes - 37 CE - 9

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses the types of fuels and fuel systems used in the Air Force; the types, operations, and maintenance of gas burners; oil burners; explains flame safeguard controls; and touches on combustion analysis and the procedures for performing an analysis on gas- and oil-fired equipment. Volume 2 discusses the operation and maintenance of the various fuel systems and fuel burning equipment. Volume 3 pertains to HVAC principles. Volume 4 pertains to HVAC systems.

Special Information: CDC 3E151A or 3E151G is a prerequisite for enrollment in CDCs 3E151B/C or 3E151H/I. CDs 3E151B/C may be taken in any order.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E151H, which has a computer-based test.

3E151C-Heating, Ventilation, Air-Conditioning, and Refrigeration Journeyman

4 Volumes: Activated Apr 1999

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses air-conditioning and refrigeration systems. Volume 2 covers troubleshooting. Volume 3 discusses HVAC/R water treatment and external corrosion. Volume 4

covers operating, maintaining, troubleshooting, and repairing the various types of contingency equipment.

Special Information: CDC 3E151A or 3E151G is a prerequisite for enrollment in CDCs 3E151B/C or 3E151H/I. CDs 3E151B/C or 3E151H/I may be taken in any order.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E151I, which has a computer-based test.

3E151G-Heating, Ventilation, Air-Conditioning, and Refrigeration Journeyman (with a Computer-Based Test)

3 Volumes: Revised June 98

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers civil engineer organization, career progression, civil engineer management, environmental concerns, and publications. Volume 2 discusses safety and health; HVAC/R lines, fittings, insulation, symbols, and prints; valves, soldering, and welding; and tools, equipment, and precision measuring instruments. Volume 3 pertains to electrical concepts, meters used to measure its' effects, schematic interpretation, and electrical devices that will be used in the field.

NOTE: The only difference between this course and course number 3E151A is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E151A or 3E151G is a prerequisite for enrollment in CDC 3E151B/C or 3E151H/I.

3E151H-Heating, Ventilation, Air-Conditioning, and Refrigeration Journeyman (with a Computer-Based Test)

4 Volumes: Revised Nov 98

Hours: Volumes - 111 CE - 27

Points: Volumes - 37 CE - 9

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses the types of fuels and fuel systems used in the Air Force; the types, operations, and maintenance of gas burners; oil burners; explains flame safeguard controls; and touches on combustion analysis and the procedures for performing an analysis on gas- and oil-fired equipment. Volume 2 discusses the operation and maintenance of the various fuel systems and fuel burning equipment. Volume 3 pertains to HVAC principles. Volume 4 pertains to HVAC systems.

NOTE: The only difference between this course and course number 3E151B is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E151A or 3E151G is a prerequisite for enrollment in CDCs 3E151B/C or 3E151H/I. CDs 3E151B/C or 3E151H/I may be taken in any order.

3E151I-Heating, Ventilation, Air-Conditioning, and Refrigeration Journeyman (with a Computer-Based Test)

4 Volumes: Activated Apr 1999

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses air-conditioning and refrigeration systems. Volume 2 covers troubleshooting. Volume 3 discusses HVAC/R water treatment and external corrosion. Volume 4 covers operating, maintaining, troubleshooting, and repairing the various types of contingency equipment.

NOTE: The only difference between this course and course number 3E151C is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E151A or 3E151G is a prerequisite for enrollment in CDCs 3E151B/C or 3E151H/I. CDs 3E151B/C or 3D151H/I may be taken in any order.

Explosive Ordnance Disposal**3E851A-Explosive Ordnance Disposal Journeyman**

4 Volumes: Activated December 1996

Hours: Volumes - 90 CE - 24

Points: Volumes - 30 CE - 8

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 contains introductory information on Explosive Ordnance Disposal (EOD). Volume 2 contains general information on EOD operations. Volume 3 covers general information on EOD tools and equipment. Volume 4 covers explosive operations.

Special Information: CDC 3E851A or 3E851G is a prerequisite for enrollment in CDC 3E851B or 3E851H.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E851G, which has a computer-based test.

3E851B-Explosive Ordnance Disposal Journeyman

5 Volumes: Activated Aug 97

Hours: Volumes - 93 CE - 27

Points: Volumes - 31 CE - 9

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 discusses chemical and biological munitions. Volume 2 covers nuclear ordnance. Volume 3 discusses aircraft explosive devices. Volume 4 covers locating, removing, and safing of aircraft components. Volume 5 concerns EOD technical operations and EOD missions.

Special Information: CDC 3E851A or 3E851G is a prerequisite for enrollment in CDC 3E851B or 3E851H.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E851H, which has a computer-based test.

3E851G-Explosive Ordnance Disposal Journeyman (with a Computer-Based Test)

4 Volumes: Activated Sep 00

Hours: Volumes - 90 CE - 24

Points: Volumes - 30 CE - 8

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 contains introductory information on Explosive Ordnance Disposal (EOD). Volume 2 contains general information on EOD operations. Volume 3 covers general information on EOD tools and equipment. Volume 4 covers explosive operations.

NOTE: The only difference between this course and course number 3E851A is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E851A or 3E851G is a prerequisite for enrollment in CDC 3E851B or 3E851H.

3E851H-Explosive Ordnance Disposal Journeyman (with a Computer-Based Test)

5 Volumes: Activated Aug 97

Hours: Volumes - 93 CE - 27

Points: Volumes - 31 CE - 9

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 discusses chemical and biological munitions. Volume 2 covers nuclear ordnance. Volume 3 discusses aircraft explosive devices. Volume 4 covers locating, removing, and safing of aircraft components. Volume 5 concerns EOD technical operations and EOD missions.

NOTE: The only difference between this course and course number 3E851B is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E851A or 3E851G is a prerequisite for enrollment in CDC 3E851B or 3E851H.

Liquid Fuel Systems Maintenance

3E452-Liquid Fuel Systems Maintenance Journeyman

5 Volumes: Activated Feb 98; Revised October 2002

Hours: Volumes - 120 CE - 30

Points: Volumes - 40 CE - 10

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content : The first volume is designed for use in any civil engineering career field and fulfills the requirements in items 1 through 10 of your specialty training standard. This CDC has been expanded to include greater coverage of the contingency fuel system repair and electrical troubleshooting. Other CDC volumes in this course include: Volume 2, LFM General Subjects; Volume 3, Contingency Knowledge, Tanks and Tank Entry; Volume 4, Operation and Maintenance of Mechanical System Components; and Volume 5, Operation and Maintenance of Hydrant System Components.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E452G, which has a computer-based test.

3E452G-Liquid Fuel Systems Maintenance Journeyman (with a Computer-Based Test)

4 Volumes: Activated Feb 98

Hours: Volumes - 99 CE - 24

Points: Volumes - 33 CE - 8

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 provides information on general subjects such as Civil Engineering management, communications, training, contingency, and safety. Volume 2 describes the LFM General Subjects such as the principles of physics, metrics and tools, pollution prevention, tank construction, tank entry, and LFM specific electrical. Volume 3 looks at the operation, inspection, and maintenance of

mechanical systems components. Volume 4 covers the operation and maintenance of the Type I, II, III, and IV hydrant systems.

NOTE: The only difference between this course and course number 3E452 is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Pavements and Construction Equipment Operator

3E251A-Pavements and Construction Equipment Operator Journeyman

3 Volumes: Activated Jan 97

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (For Official Use Only and Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the Civil Engineer and programs, Civil Engineer Management, Safety and Hazardous Materials, Publications, and Handtools and Powered Equipment. Volume 2 deals with drainage structures, general pavement functions, rigid pavement construction, and rigid pavement maintenance. Volume 3 deals with flexible pavement construction, flexible pavement maintenance, and fencing.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E251G, which has a computer-based test.

3E251B-Pavements and Construction Equipment Operator Journeyman

3 Volumes: Activated May 97

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers hauling equipment and materials; pavement inspection and sweeping; snow removal and ice control; and rigging, lifting, and crane operation. Volume 2 covers equipment used to excavate, fill, move, and reshape the earth. Volume 3 covers expedient repair and construction, oxyacetylene welding, and rapid runway repair operations.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E251H, which has a computer-based test.

3E251G-Pavements and Construction Equipment Operator Journeyman (with a Computer-Based Test)

3 Volumes: Activated Sep 00

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (For Official Use Only and Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the Civil Engineer and programs, Civil Engineer Management, Safety and Hazardous Materials, Publications, and Hand tools and Powered Equipment. Volume 2 deals with drainage structures, general pavement functions, rigid pavement construction, and rigid pavement maintenance. Volume 3 deals with flexible pavement construction, flexible pavement maintenance, and fencing.

NOTE: The only difference between this course and course number 3E251A is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

3E251H-Pavements and Construction Equipment Operator Journeyman (with a Computer-Based Test)

3 Volumes: Activated Sep 00

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers hauling equipment and materials; pavement inspection and sweeping; snow removal and ice control; and rigging, lifting, and crane operation. Volume 2 covers equipment used to excavate, fill, move, and reshape the earth. Volume 3 covers expedient repair and construction, oxyacetylene welding, and rapid runway repair operations.

NOTE: The only difference between this course and course number 3E251B is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Readiness

3E951-Readiness Journeyman

4 Volumes: Revised Dec 97

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE - 8

Content: Volume 1 covers planning and management issues. Volume 2 explains readiness related equipment. Volume 3 deals with peacetime operations. Volume 4 covers wartime operations.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E951G, which has a computer-based test.

3E951G-Readiness Journeyman (with a Computer-Based Test)

4 Volumes: Revised Dec 97

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE - 8

Content: Volume 1 covers planning and management issues. Volume 2 explains readiness-related equipment. Volume 3 deals with peacetime operations. Volume 4 covers wartime operations.

NOTE: The only difference between this course and course number 3E951 is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Utilities Systems

3E451-Utilities Journeyman

3 Volumes: Activated October 2002

Hours: Volumes – 63 CE – 15

Points: Volumes – 21 CE - 5

Contents: Volume 1 contains general information and fundamentals. Volume 2 deals with plumbing systems, and Volume 3 is dedicated to contingency responsibilities.

3E451G-Utilities Systems Journeyman (with a Computer-Based Test)

6 Volumes: Activated Sep 00

Hours: Volumes - 141 CE - 36

Points: Volumes - 47 CE - 12

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers safety, civil engineering fundamentals and management, environmental awareness and publications. Volume 2 deals with trade fundamentals. Volume 3 covers water systems. Volume 4 deals extensively with waste systems. Volume 5 covers special systems. Volume 6 extensively explains AFS-specific contingency responsibilities in this career field during wartime.

NOTE: The only difference between this course and course number 3E451A is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

(3E) Civil Engineering-Fire Protection

10023-Apparatus Driver/Operator-Pumper

1 Volume: Activated Mar 00

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Pumper certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10023G which has a computer-based final exam.

NOTE: Course 10027 is a prerequisite for Course 10023. Both courses must be completed within a 12-month period. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

10023G-Apparatus Driver/Operator-Pumper (with a Computer-Based Final Exam)

1 Volume: Activated Aug 00

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Pumper certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

NOTE: The only difference between this course and course number 10023 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

NOTE: Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs.

10023M-Apparatus Driver-Operator-Pumper

1 Volume: Activated Jun 2002

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Version 1.0, this multimedia course, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Pumper certification level. This course outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Special Information: Course 10023, 10023G, 10023M or 10023S is mandatory for Air Force military personnel in 3E751 upgrade training, please consult your Career Field Education and Training Plan (CFETP). The written test for 10023M will cover general information common to the pumping apparatus. After passing the written test, the candidate must take a practical test on a pumping apparatus to obtain the driver/operator-pumper certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10023G or 10023S, which has a computer-based final exam.

10023S-Apparatus Driver/Operator - Pumper (CD-ROMs with a computer-based final exam)

1 Volume: Activated Jun 2002

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Version 1.0, this multimedia course contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Pumper certification level. This course outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Special Information: Course 10023, 10023G, 10023M or 10023S is mandatory for Air Force military personnel in 3E751 upgrade training, please consult your Career Field Education and Training Plan (CFETP). The computer based test for 10023S will cover general information common to the pumping apparatus. After passing the computer-based test, the candidate must take a practical test on a pumping apparatus to obtain the driver/operator-pumper certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

NOTE: The only difference between this course and course number 10023M is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

10024-Apparatus Driver/Operator-Aerial

1 Volume: Activated Mar 00

Hours: Volume - 30 CE - 9

Points: Volume - 10 CE - 3

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Aerial certification level. This volume outlines all requirements set forth in NFPA Standard 1002 Standard (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10024 is not mandatory for Air Force military personnel in 3E751 upgrade training. This course is only applicable to those bases that have aerials assigned. The written test for 10024 will cover general information common to aerials. After passing the written test, the candidate will take a practical test on an aerial device to obtain the driver/operator - aerial certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10024G which has a computer-based final exam.

10024G-Apparatus Driver/Operator-Aerial (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 30 CE - 9

Points: Volume - 10 CE - 3

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Aerial certification level. This volume outlines all requirements set forth in NFPA Standard 1002 Standard (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10024 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10024G is not mandatory for Air Force military personnel in 3E751 upgrade training. This course is only applicable to those bases that have aerials assigned. The written test for 10024G will cover general information common to aerials. After passing the written test, the candidate will take a practical test on an aerial device to obtain the driver/operator - aerial certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

10025-Apparatus Driver/Operator-Tiller

1 Volume: Activated Mar 00

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Tiller certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus

Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10025 is not mandatory for Air Force military personnel in 3E751 upgrade training. This course should only be taken by personnel at bases that have tillers assigned. The written test for 10025 will cover general information common to tillers. After passing the written test, the candidate will take a practical test on a tiller device to obtain the driver/operator-tiller certification. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10025G which has a computer-based final exam.

10025G-Apparatus Driver/Operator-Tiller (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Tiller certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10025 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10025G is not mandatory for Air Force military personnel in 3E751 upgrade training. This course should only be taken by personnel at bases that have tillers assigned. The written test for 10025G will cover general information common to tillers. After passing the written test, the candidate will take a practical test on a tiller device to obtain the driver/operator-tiller certification. Candidates are required to complete this course in 12 months.

10027-Apparatus Driver/Operator Aircraft Rescue & Fire Fighting Vehicles

1 Volume: Activated Aug 00

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator Aircraft Rescue and Fire Fighting Vehicles certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10027G which has a computer-based final exam.

10027G-Apparatus Driver/Operator Aircraft Rescue & Fire Fighting Vehicles

1 Volume: Activated Aug 2000; Reactivated Jun 2002

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator Aircraft Rescue and Fire Fighting Vehicles certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Special Information: Course 10027 or 10027G is mandatory for Air Force military personnel in 3E751 upgrade training, please consult your Career Field Education and Training Plan (CFETP). The written test for 10027 will cover general information common to the aircraft rescue & fire fighting vehicle apparatus. After passing the written test, the candidate must take a practical test on an aircraft rescue & fire fighting vehicle apparatus to obtain the driver/operator- aircraft rescue & fire fighting vehicle certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10023 or 10023G and will have 15 months to complete all three CDCs).

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10027G, which has a computer-based final exam.

10028-Apparatus Driver/Operator-Water Tender

1 Volume: Activated Mar 00

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Tiller certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10028 is not mandatory for Air Force military personnel in 3E751 upgrade training. This course should only be taken by personnel at bases that have tillers assigned. The written test for 10028 will cover general information common to tillers. After passing the written test, the candidate will take a practical test on a tiller device to obtain the driver/operator-tiller certification. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10028G which has a computer-based final exam.

10028G-Apparatus Driver/Operator-Water Tender (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Tiller certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed

performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10028 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10028G is not mandatory for Air Force military personnel in 3E751 upgrade training. This course should only be taken by personnel at bases that have tillers assigned. The written test for 10028G will cover general information common to tillers. After passing the written test, the candidate will take a practical test on a tiller device to obtain the driver/operator-tiller certification. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

3E731-Fire Fighter I

1 Volume: Activated Dec 94

Hours: Volume - 72 CE - 18

Points: Volume - 24 CE - 6

Content: Volume 1, Instructor Guide Sheets, outlines the subjects that fire fighters are required to know in order to perform their duties and achieve the Fire Fighter I certification level. This volume outlines all requirements set forth in NFPA Standard 1001 (1992 Edition) Fire Fighter Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Personnel that have graduated from the Goodfellow AFB Apprentice Fire Protection Specialist Course are not required to take this course. Personnel enrolling in the 3E731 must also enroll in and complete course 47201 or 47201G, Hazardous Materials Awareness, in order to meet all requirements of NFPA Standard 1001.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E731G which has a computer-based final exam.

3E731G-Fire Fighter I (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 72 CE - 18

Points: Volume - 24 CE - 6

Content: Volume 1, Instructor Guide Sheets, outlines the subjects that fire fighters are required to know in order to perform their duties and achieve the Fire Fighter I certification level. This volume outlines all requirements set forth in NFPA Standard 1001 (1992 Edition) Fire Fighter Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 3E731 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Personnel that have graduated from the Goodfellow AFB Apprentice Fire Protection Specialist Course are not required to take this course. Personnel enrolling in the 3E731

must also enroll in and complete course 47201 or 47201G, Hazardous Materials Awareness, in order to meet all requirements of NFPA Standard 1001.

3E751A-Fire Fighter II

1 Volume: Activated Dec 94

Hours: Volume - 39 CE - 9

Points: Volume - 13 CE - 3

Content: Volume 1, Instructor Guide Sheets, contains the subjects that fire fighters are required to know in order to perform their duties and achieve Fire Fighter II certification level. This volume outlines all requirements set forth in NFPA Standard 1001 (1992 Edition) Fire Fighter Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes the elements, steps, and standards to which they must be performed.

Special Information: For personnel who have not been DOD certified at the Fire Fighter I and Hazardous Materials Operations levels, courses 3E731 or 3E731G and 47202 or 47202G are prerequisites for this course.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E751G which has a computer-based final exam.

3E751E-Airport Fire Fighter

1 Volume: Activated Jan 96

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects airport fire fighters are required to know in order to perform their duties and achieve the Airport Fire Fighter certification level. This volume outlines all requirements set forth in NFPA Standard 1003 (1994 Edition) Professional Qualifications for Airport Fire Fighters. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: For personnel who have not been DOD certified at the Fire Fighter I and Hazardous Materials Operations levels, courses 3E731 or 3E731G and 47202 or 47202G are prerequisites for this course.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E751K which has a computer-based final exam.

3E751G-Fire Fighter II (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 39 CE - 9

Points: Volume - 13 CE - 3

Content: Volume 1, Instructor Guide Sheets, contains the subjects that fire fighters are required to know in order to perform their duties and achieve Fire Fighter II certification level. This volume outlines all requirements set forth in NFPA Standard 1001 (1992 Edition) Fire Fighter Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 3E751A is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not been DOD certified at the Fire Fighter I and Hazardous Materials Operations levels, courses 3E731 or 3E731G and 47202 or 47202G are prerequisites for this course.

3E751K-Airport Fire Fighter (with a Computer-Based Exam)

1 Volume: Activated Sep 00

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects airport fire fighters are required to know in order to perform their duties and achieve the Airport Fire Fighter certification level. This volume outlines all requirements set forth in NFPA Standard 1003 (1994 Edition) Professional Qualifications for Airport Fire Fighters. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 3E751E is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not been DOD certified at the Fire Fighter I and Hazardous Materials Operations levels, courses 3E731 or 3E731G and 47202 or 47202G are prerequisites for this course.

10311-Fire Inspector I

1 Volume: Activated Jul 96

Hours: Volume - 108 CE - 27

Points: Volume - 36 CE - 9

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector I certification level. All requirements set forth are outlined in NFPA Standard 1031 (1993 Edition) Professional Qualifications for Fire Inspector. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps and standards to which they must be performed.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10311G which has a computer-based final exam.

Special Information: This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training who were not able to obtain a Goodfellow AFB in-residence course quota while they were completing the Fire Officer I and Fire Instructor I certification courses. Candidates are required to complete this course in 12 months.

10311G-Fire Inspector I (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 108 CE - 27

Points: Volume - 36 CE - 9

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector I certification level. All requirements set forth are outlined in NFPA Standard 1031 (1993 Edition) Professional Qualifications

for Fire Inspector. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps and standards to which they must be performed.

NOTE: The only difference between this course and course number 10311 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training who were not able to obtain a Goodfellow AFB in-residence course quota while they were completing the Fire Officer I and Fire Instructor I certification courses. Candidates are required to complete this course in 12 months.

10312-Fire Inspector II

1 Volume: Activated Nov 96

Hours: Volume - 108 CE - 27

Points: Volume - 36 CE - 9

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector II certification level. All requirements set forth are outlined in NFPA Standard 1031 (1993 Edition) Professional Qualifications for Fire Inspector. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps and standards to which they must be performed.

Special Information: For personnel who have not previously received a DOD Fire Inspector I certification certificate, course 10311 or 10311G is a prerequisite to course 10312.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10312G which has a computer-based final exam.

10312G-Fire Inspector II (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 108 CE - 27

Points: Volume - 36 CE - 9

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector II certification level. All requirements set forth are outlined in NFPA Standard 1031 (1993 Edition) Professional Qualifications for Fire Inspector. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps and standards to which they must be performed.

NOTE: The only difference between this course and course number 10312 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not previously received a DOD Fire Inspector I certification certificate, course 10311 or 10311G is a prerequisite to course 10312G.

10313-Fire Inspector III

1 Volume: Activated Nov 96

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE - 9

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector III certification level. All requirements set forth are outlined in NFPA Standard 1031 (1993 Edition) Professional Qualifications

for Fire Inspector. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps and standards to which they must be performed.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10313G which has a computer-based final exam.

Special Information: For personnel who have not previously received a DOD Fire Inspector II certification certificate, course 10312 or 10312G is a prerequisite to course 10313.

10313G-Fire Inspector III

1 Volume: Activated Jun 2001

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE - 9

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector III certification level. All requirements set forth are outlined in NFPA Standard 1031 (1993 Edition) Professional Qualifications for Fire Inspector. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps and standards to which they must be performed.

10211-Fire Officer I

1 Volume: Activated April 2002

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE – 1

Content: THESE PERFORMANCE TESTS provide detailed performance checklist items for candidate testing. Performance Tests should not be conducted until the candidate has successfully completed the academic part of the CDC (received a passing score). However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study.

Candidates may practice the performance evaluations at anytime during study and up until performance testing is conducted. Practice is highly encouraged.

Active duty trainees have a total of 12 months to complete upgrade training courses. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they can enroll in the courses one course at a time and have a maximum of 12 months to complete each course.

This particular course uses six workstations--(1) Human Resource Management, (2) Community and Government Relations, (3) Administration, (4) Inspection and Investigation, (5) Emergency Service Delivery, and (6) Safety. Within each workstation there are several tasks and objectives (NFPA line items). A "Performance Summary Sheet" precedes each workstation or group of evaluated tasks. This sheet lists the NFPA line items evaluated and the specific tasks to be done. Each performance test lists the setting and tools/equipment needed for the listed tasks. Items in italics are DoD unique additions to the NFPA requirements and have been added for clarification, enhancement, or special requirements as determined by one, some, or all of the service components that use this course.

10211G-Fire Officer I (with a Computer-Based Final Exam)

1 Volume: Activated April 2002

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE – 1

Content: THESE PERFORMANCE TESTS provide detailed performance checklist items for candidate testing. Performance Tests should not be conducted until the candidate has successfully

completed the academic part of the CDC (received a passing score). However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study.

Candidates may practice the performance evaluations at anytime during study and up until performance testing is conducted. Practice is highly encouraged.

Active duty trainees have a total of 12 months to complete upgrade training courses. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they can enroll in the courses one course at a time and have a maximum of 12 months to complete each course.

This particular course uses six workstations--(1) Human Resource Management, (2) Community and Government Relations, (3) Administration, (4) Inspection and Investigation, (5) Emergency Service Delivery, and (6) Safety. Within each workstation there are several tasks and objectives (NFPA line items). A "Performance Summary Sheet" precedes each workstation or group of evaluated tasks. This sheet lists the NFPA line items evaluated and the specific tasks to be done. Each performance test lists the setting and tools/equipment needed for the listed tasks. Items in italics are DoD unique additions to the NFPA requirements and have been added for clarification, enhancement, or special requirements as determined by one, some, or all of the service components that use this course.

10213-Fire Officer III

1 Volume: Activated Jan 97

Hours: Volume - 120 CE - 30

Points: Volume - 40 CE - 10

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer III certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10213 is not mandatory for Air Force skill level upgrade training. The prerequisites for this course are 57170E-Fire Officer II and 10412 - Fire Service Instructor II. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10213G which has a computer-based final exam.

10213G-Fire Officer III (with a Computer-Based Final Exam)

1 Volume: Activated Jun 00

Hours: Volume - 120 CE - 30

Points: Volume - 40 CE - 10

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer III certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10213 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10213 is not mandatory for Air Force skill level upgrade training. The prerequisites for this course are 57170E-Fire Officer II and 10412 - Fire Service Instructor II. Candidates are required to complete this course in 12 months.

10214-Fire Officer IV

1 Volume: Activated Jul 97

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer IV certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10214 is not mandatory for Air Force skill level upgrade training. The prerequisite for this course is 10213 - Fire Officer III. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10214G which has a computer-based final exam.

10214G-Fire Officer IV (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer IV certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10214 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10214 is not mandatory for Air Force skill level upgrade training. The prerequisite for this course is 10213 - Fire Officer III. Candidates are required to complete this course in 12 months.

10411 - Fire Instructor I

1 Volume: Activated April 2001

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: This course is designed to give you the requirements and references required to obtain certification for Fire Instructor I, based on *NFPA 1041: Standard for Fire Service Instructor Professional Qualifications*, 1996 edition.

57170E-Fire Officer II (AFSC 3E771)

1 Volume: Activated May 94

Hours: Volume - 90 CE - 24

Points: Volume - 30 CE - 8

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer II certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Special Information: Courses 57170E or 57170K are not mandatory for Air Force skill level upgrade training. The prerequisites for this course are 57170A or G - Fire Officer I and 57170B or H - Fire Service Instructor I. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 57170K which has a computer-based final exam.

57170G-Fire Officer I (AFSC 3E771) (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 72 CE - 18

Points: Volume - 24 CE - 6

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer I certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 57170A is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For Air Force military fire fighters entering upgrade training to AFSC 3E771, the following courses are mandatory: 57170A or G, Fire Officer I, 57170B or H, Fire Service Instructor I and 10311 or 10311G, Fire Inspector I. For Air Force military personnel in upgrade training, the 57170A/B courses must be ordered at the same time and the candidates are required to complete both courses within 12 months. See the Special Information section of course 10311 for specific information concerning the Fire Inspector I course requirement.

57170K-Fire Officer II (AFSC 3E771) (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 90 CE - 24

Points: Volume - 30 CE - 8

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer II certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 57170E is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Courses 57170E or 57170K are not mandatory for Air Force skill level upgrade training. The prerequisites for this course are 57170A or G - Fire Officer I and 57170B or H - Fire Service Instructor I. Candidates are required to complete this course in 12 months.

10412-Fire Service Instructor II

1 Volume: Activated Jun 95

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and achieve the Fire Service Instructor II certification level. This volume outlines all requirements set forth in NFPA Standard 1041 (1992 Edition) Fire Service Instructor Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10412 is not mandatory for Air Force skill level upgrade training. For personnel who have not previously received a DOD Fire Instructor I certification certificate, course 57170B is a prerequisite to course 10412. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10412G which has a computer-based final exam.

10412G-Fire Service Instructor II (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and achieve the Fire Service Instructor II certification level. This volume outlines all requirements set forth in NFPA Standard 1041 (1992 Edition) Fire Service Instructor Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10412 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not previously received a DOD Fire Instructor I certification certificate, course 57170B is a prerequisite to course 10412. Candidates are required to complete this course in 12 months.

10413-Fire Service Instructor III

1 Volume: Activated Jun 95

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Service Instructor III certification level. This volume outlines all requirements set forth in NFPA Standard 1041 (1992 Edition) Fire Service Instructor Professional Qualifications. The Performance Test Supplement provides detailed

performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: For personnel who have not previously received a Fire Instructor I and II certification, courses 57170B and 10412 are prerequisites to 10413. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10413G which has a computer-based final exam.

10413G-Fire Service Instructor III (with a Computer-Based Final Exam)

1 Volume: Activated Dec 00

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Service Instructor III certification level. This volume outlines all requirements set forth in NFPA Standard 1041 (1992 Edition) Fire Service Instructor Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10413 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not previously received a Fire Instructor I and II certification, courses 57170B and 10412 are prerequisites to 10413. Candidates are required to complete this course in 12 months.

47201-Hazardous Materials (Awareness)

1 Volume: Activated Mar 00

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets/Performance Tests, contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Awareness certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. Because of the limited number of performance test items in this course, they have been included in this volume. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: This course is a prerequisite to course 47202 or 47202G unless the candidate is already DOD certified at this level.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47201G which has a computer-based final exam.

47201G-Hazardous Materials (Awareness) (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets/Performance Tests, contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Awareness certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. Because of the limited number of performance test items in this course, they have been included in this volume. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 47201 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: This course is a prerequisite to course 47202 or 47202G unless the candidate is already DOD certified at this level.

47201M-Hazardous Materials Awareness Emergency Response Training

1 Volume: Activated Jan 01

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: This interactive multimedia CD-ROM contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Awareness certification level. This CD-ROM outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: This course is an electronic based course with a paper based course final exam.

Special Information: This course is a prerequisite to course 47202, 47202G, 47202M, or 47202S unless the candidate is already DOD certified at this level. **NOTE:** Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47201G or 47201S, which have a computer-based final exam.

47202-Hazardous Material (Operations)

1 Volume: Activated Mar 00

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Operations certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must perform.

Special Information: This course is a prerequisite to courses 47203 or 47203G and 47205 or 47205G.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47202G which has a computer-based final exam.

47202G-Hazardous Material (Operations) (with a Computer-Based Final Exam)

1 Volume: Activated Dec 00

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Operations certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must perform.

NOTE: The only difference between this course and course number 47202 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: This course is a prerequisite to courses 47203 or 47203G and 47205 or 47205G.

47202M-Hazardous Materials/Operations Emergency Response Training

1 Volume: Activated Jan 01

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: This interactive multimedia CD-ROM contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Operation certification level. This CD-ROM outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must perform.

NOTE: This is an electronic based course with a paper based course final exam.

Special Information: This course is a prerequisite to courses 47203, 47203G, 47203M or 47203S and 47205, 47205G, 47205M or 47205S.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47202G or 47202S which have a computer-based final exam.

47203-Hazardous Materials (Technician)

1 Volume: Activated Mar 00

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Operations certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes elements, steps, and standards to which they must perform.

Special Information: See course 47202 or 47202G for prerequisite information.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47203G which has a computer-based final exam.

47203G-Hazardous Materials (Technician) (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 42 CE - 12

Points: Volume - 14 CE - 4

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Operations certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes elements, steps, and standards to which they must perform.

NOTE: The only difference between this course and course number 47203 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: See course 47202 or 47202G for prerequisite information.

47203M-Hazardous Materials Technician Emergency Response Training

11 Volumes: Activated May 01

Hours: Volume - 42 CE - 12

Points: Volume - 14 CE - 4

Content: This interactive multimedia CD-ROM contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Technician certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes elements, steps, and standards to which they must perform.

Special Information: See course 47202, 47202G or 47202M for prerequisite information.

NOTE: This is an electronic-based course with a paper-based course final exam.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47203G, which has a computer-based final exam.

47205-Hazardous Materials (Incident Commander)

1 Volume: Activated Mar 00

Hours: Volume - 6 CE - 3

Points: Volume - 2 CE - 1

Content: Volume 1, Instructor Guide Sheets/Performance Tests, contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Incident Commander certification. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. Because of the limited number of performance test items in this course, they have been included in this volume. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: See course 47202 or 47202G for prerequisite information.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47205G which has a computer-based final exam.

47205G-Hazardous Materials (Incident Commander) (with a Computer-Based Final Exam)

1 Volume: Activated Dec 00

Hours: Volume - 18 CE - 6

Points: Volume - 6 CE - 2

Content: Volume 1, Instructor Guide Sheets/Performance Tests, contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Incident Commander certification. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. Because of the limited number of performance test items in this course, they have been included in this volume. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 47205 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: See course 47202 and/or 47202G for prerequisite information.

(3H) Historian**3H051M-Historian Journeyman (Multimedia CD-ROM)**

1 Volume: Activated Dec 97; Revised May 1999

Hours: Volumes - 18 CE - 3

Points: Volumes - 6 CE - 1

CD Multimedia Course: 3H051M, Historian multimedia CD-ROM, was activated on 22 Dec 97 and Version 2 was activated on 12 May 1999 and is open for enrollment. There is no equivalent paper-based CDC. The Historian Journeyman consists of one volume with twelve lessons. Enrollment must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete the course. The course exams will be paper-based.

System Requirements:**Minimum:**

- IBM Compatible Computer with a 486SX CPU operating at 66 MHz
- 8Mb of RAM
- WINDOWS 3.1
- VGA monitor
- 256 color capable video card
- four-speed or greater CD-ROM drive
- 16-bit sound card
- keyboard
- mouse.

Recommended:

- IBM compatible computer with a 586DX CPU operating at 100 MHz or faster
- 8 Mb of RAM
- WINDOWS 3.1 or WINDOWS 95
- SVGA monitor
- 1Mb video card
- four-speed CD-ROM drive
- sound card and speakers or a headset
- Internet capability (Internet is not required for course completion.)
- mouse

NOTE: Audio capability is required since sound is used throughout the course.

For Information/Help: Concerning program administration, call TSgt Mark Stanley (CPD/HO) at DSN 493-2322 or answering machine at DSN 493-7879, commercial 334-953-7879, or AFIADL Team 2 at DSN 596-4985, commercial 334-416-4985. Concerning technical questions on the CD-ROM, call TSgt Stanley.

(3M) Morale, Welfare, Recreation, & Services

3M051A-Services Journeyman

2 Volumes: Activated Apr 98; Revised Jun 01

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE - 1

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Content: Volume 1 pertains to the Service Core Training concepts. Volume 2 covers fundamentals of food preparation, menu planning, troop support, PC troop, and prime vendor.

Special Information: CDC 3M051A is a prerequisite for enrollment in CDC 3M051B. Both CDCs 3M051A and 3M051B must be completed within one year.

3M051B-Services Journeyman

3 Volumes: Activated Apr 98; Revised Jun 01

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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Content: Volume 1 deals with readiness. Volume 2 contains information on lodging operations. Volume 3 pertains to safety, fitness center operations, sports, equipment, and nutrition.

Special Information: CDC 3M051A is a prerequisite for enrollment in CDC 3M051B. Both CDCs 3M051A and 3M051B must be completed within one year.

3M071A-Food Service Craftsman

1 Volume: Revised December 96; Revised Jun 01

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: The subjects covered in this volume range from food service management, menu planning, storeroom operations, and accounting and supervisor management principles, and on to protection of assets and training and professional development. This activity-specific course must be successfully completed in order for you to be upgraded to the 7-skill level.

3M071B-Readiness Craftsman

1 Volume: Revised Apr 98; Revised Jun 01

Hours: Volume - 18 CE - 6

Points: Volume - 6 CE - 2

Content: The subjects covered in this volume range from readiness, to beddown, to mortuary affairs and honor guard. Also, the subjects of inventory, protection of assets, and training are discussed in an effort to cover some of those core areas of Services.

3M071C-Fitness Craftsman

1 Volume: Revised Apr 98; Revised Jun 01

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: The subjects covered in this volume include fitness management, equipment management, program goals, program objectives, contracts, training, and professional development.

Special Information: CDC 3M071A is a prerequisite to enroll in CDC 3M071C.

3M071D-Lodging Craftsman

1 Volume: Revised Apr 98; Revised Jun 01

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This course covers quarters management; utilization, utilization reports, quality control, and commercial quarters. Discusses front desk management and protection of assets; front desk reports, refunds, lost and found procedures, and making deposits. Covers financial management subjects like lodging fund matrix, command lodging fund, rate determination, advance payments, and accounts receivable along with managing imprest funds. Manpower requirements, manpower utilization and position standards are also discussed. Finally, we will discuss the CFETP, TEAMS and training responsibilities along with a little info concerning the new STEP program.

(3N) Public Affairs

3N051-Public Affairs Journeyman

3 Volumes: Activated Oct 2000

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

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Content: Volume 1 covers career field organization, legal responsibilities, office management, training, and public affairs writing. Volume 2 looks at the purpose and objectives of an internal information program, newspaper supervisory responsibilities, internal information products and services, and newspaper layout and design. Volume 3 covers public communication programs such as

media and community relations, including environmental matters; also discusses plans and annexes, and resource management.

3N052-Radio and Television Broadcasting Journeyman

3 Volumes: Revised May 89; Revised Oct 00

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

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Content: Volume 1 discusses broadcaster in the Expeditionary Air and Space Force, information on daily operation of an Air Force radio or TV station, handling of various crises, and general computer information needed. Volume 2 introduces fundamental audio and video production concepts, common "tools" of broadcasting, and their functions and applications. Volume 3 looks at many aspects of communication with the audience, combined with using the equipment as part of the production team. It outlines individual production responsibilities and strategies for planning, producing, and editing audio, and producing video. This volume also discusses electronic news gathering (ENG)/electronic field production (EFP) techniques and strategies.

(3P) Security Police

3P051-Security Forces Journeyman

5 Volumes: Activated Feb 1999; Revised May 2000

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 ranges from the history of the security force to military law to traffic management. Volume 2 covers programs response situations and protection measures associated with protecting our warfighting assets. Volume 3 deals with combat skills needed for force protection. Volume 4 covers how to utilize certain security force equipment. Volume 5 presents some of the different types of weapons you may encounter within security forces.

3P051A-Security Journeyman

3 Volumes: Activated Jul 94; Reactivated May 1999

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers general Security Police functions performed by both law enforcement and security personnel. It covers legal considerations and provisions, post activities and communications, and hazards related to Security Police. Volume 2 discusses air and space system security, threats to military installations and resources, and additional Security Police duties and programs. Volume 3 covers security post procedures, tactical procedures, and incident procedures.

3P051B-Ground Combat Skills

1 Volume: Activated Aug 94; Reactivated May 1999

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

Content: This course covers the basic concepts of airbase defense, establishing a defensive sector and squad/sector detachments, individual combat skills, such as map reading, land navigation/terrain association, and communications and personal hygiene.

3P051C-Combat Arms Journeyman

3 Volumes: Activated Jan 99

Hours: Volume - 33 CE - 9

Points: Volume - 11 CE - 3

Content: Volume 1 contains a general overview of the duties and responsibilities of Combat Arms personnel, armory duties, and some specific information on ammunition. Volume 2 covers the inspection and maintenance of the primary weapons on which you provide training. Volume 3 covers the principles and techniques of instruction with special emphasis on the fundamentals of marksmanship, training aids, and student evaluation and measurement.

3P051D-Military Working Dog Journeyman

1 Volume: Activated Dec 98

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This one volume course deals with the military working dog (MWD) program. It covers various aspects of this unique security forces program.

3P052A-Law Enforcement Journeyman

3 Volumes: Activated Jul 94; Reactivated May 1999

Hours: Volume - 36 CE - 9

Points: Volume - 12 CE - 3

Content: Volume 1 covers general Security Police functions performed by both law enforcement and security personnel. It covers legal considerations and provisions, post activities and communications, and hazards related to Security Police. Volume 2 discusses basic law enforcement operations, Security Police procedures, and tactics. Volume 3 deals with Security Police programs.

3P071-Security Forces Craftsman

4 Volumes: Activated Jul 96; Revised Volume 3 Jun 2000

Hours: Volume - 69 CE - 18

Points: Volume - 23 CE - 6

Content: Volume 1 covers general security force knowledge; the Use of Force Model; military authority and jurisdiction; general security forces operations; security programs; and weapons systems and resource security. Volume 2 discusses land navigation and communications skills. Volume 3 pertains to equipment and skills that multiply and enhance our ability to take the fight to the enemy. Volume 4 covers ground combat skills.

(3R) Printing Management**70350-Printing Management Journeyman (AFSC 3R051)**

2 Volumes: Revised Jan 90

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers management and supervision orientation; ancillary programs, operational limitations, and production criteria; cost and production accounting; and resource management and

the readiness posture. Volume 2 covers reprographic equipment, copier program implementation, copier program documentation, and federal printing program.

(3S) Mission Support

3S051A-Personnel Journeyman

3 Volumes: Revised Jul 97; Revised Apr 2002

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the Personnel Career Field, Disclosure of Information, Systems Fundamentals, Personnel Concept-III (PC-III), Personnel Readiness Functions and Sustainment Functions. Volume 2 contains information on Commanders Support Staff Functions and Programs. Volume 3 discusses Customer Service: Management Functions, Customer Assistance and Referral, Personal Affairs Assistance Programs, and Air Force Casualty Services Programs.

3S051B-Personnel Journeyman

3 Volumes: Revised Dec 97; Revised october 2002

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 introduces you to Air Force Promotion Programs, examines the officer and enlisted performance report programs, discusses programs associated with reenlistment, covers Air Force Awards and Decorations Programs, and discusses miscellaneous Career Enhancement Programs. Volume 2 provides you with information on the functions you will perform and the programs you will manage while assigned to Personnel Relocations in the Military Personnel Flight (MPF). Volume 3 covers the Air Force Classification System and discusses various personnel employment functions.

3S171-Military Equal Opportunity and Treatment Craftsman

3 Volumes: Activated Jul 1999

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

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Content: Volume 1 discusses the implementation and management of the Military Equal Opportunity (MEO) Career Program. Volume 2 covers personal growth and professional development through various means. Volume 3 discusses the organization and performance of duties relating to the activities of an MEO.

Special Information: This course contains "FOR OFFICIAL USE ONLY" information.

3S171M-Military Equal Opportunity Craftsman (CD-ROM)

1 Volume: Activated Jun 2002

Hours: Volumes - 9 CE - 3

Points: Volumes - 3 CE - 1

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Content: Disk 1 contains information on the interview process, formal and informal complaints, and unit climate assessments. Helpful hints and a list of resources are also included. Disk 2 contains review questions.

NOTE: Completion of Course 3S171 is mandatory for this course.

3S251-Education and Training Manager Journeyman

2 Volumes: Activated Mar 01

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volume 1 contains workcenter training analysis and deals with design training objectives and measurement devices. Volume 1 also talks about training development, implementing and evaluating workcenter training, unit education and training program administration and management, base and major command education and training functions and automation. Maintenance education and training functions are also covered. Volume 2 covers education programs, services, and opportunities, as well as financial assistance programs.

73470B-Social Actions Craftsman (Substance Abuse Control) (AFSC 3S171B)

2 Volumes: Revised Jun 90

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

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Content: Volume 1 covers social actions career field, personal growth and development, communications skills, staff assistance visits, and referral/support resources. Volume 2 outlines the operations of the substance abuse control program.

3U051-Manpower Journeyman

4 Volumes: Activated May 2002

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: This CDC will improve your ability to perform as a management analyst and consultant. It covers relevant theories and concepts of the manpower career field and focuses on higher-level resource management skills while providing an opportunity to reinforce rudimentary knowledge.

(3V) Visual Information

3V051-Visual Information Journeyman

4 Volumes: Activated Feb 96

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers basic tools and equipment, projection equipment, video equipment, and contingency operations visual information products. Volume 2 discusses fundamentals of drawing, human form, perspective, and composition and layout. Volume 3 covers visual communications. Volume 4 covers the study of a new science, creating art, printed output, and support tools.

3V052-Visual Information Photography Specialty

5 Volumes: Activated Jan 96

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses security, the hazard communication program, photographic administration, and the principles of basic math. Volume 2 covers the theory of light, existing and supplemental light, and photographic lenses and filters. Volume 3 discusses composition, planning photographic assignments, maintenance of equipment, documentary photography, studio photography, and reproduction. Volume 4 talks about black and white and color films, processing, printing, finishing, and quality control procedures. Volume 5 covers electronic imaging and armament delivery recording.

3V053-Visual Information Production-Documentation Journeyman

3 Volumes: Activated Feb 96; Revised Dec 00

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers motion-media operator fundamentals. Volume 2 discusses elementary motion media procedures and associated principles. Volume 3 covers combat camera documentation and visual information support.

Medical

Aeromedical

4F071-Aeromedical Craftsman

1 Volume: Activated Oct 98

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: This one volume course covers medical readiness, the TRICARE system, different areas of supervisory responsibilities, how to establish military and civilian job descriptions, developing and maintaining quality programs for air and space medicine, the budget process, and air and space physiology.

Bioenvironmental Engineering

4B051M-Bioenvironmental Engineering Basics

3 Volumes: Activated Jan 98

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

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CDC Multimedia Course: 4B051M, Bioenvironmental Engineering Basics (Journeyman) multimedia CD-ROM was activated on 26 Jan 98 and is open for enrollment. There is no equivalent paper-based CDC. The BEE Basics Journeyman course consists of 3 volumes on a single disk. Enrollments must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete the course. The course exams are paper-based.

Systems Requirements:

Minimum:

- IBM compatible computer
- Intel 486(Trademark) Processor @ 33 MHz
- 4 MB of total system RAM
- At least 4 MB of free hard disk space
- 256-color VGA video subsystem
- 500 KB free conventional memory
- 2x CD-ROM drive
- Color VGA monitor
- Sound card, speakers or headset,
- mouse
- MS-DOS 5.0 and Microsoft Windows 3.1
- A Web browser (Netscape Navigator or MS Internet Explorer)

For Information/Help: Concerning program administration, call DSN 240-3207 or 240-3767, commercial (210) 536-3207, or AFIADL Team 2 at DSN 240-2385, commercial (334) 536-2385. Concerning technical questions on the CD-ROM, call DSN 240-3207.

4B051N-Bioenvironmental Engineering Journeyman (Occupational Health)

3 Volumes: Activated Feb 1999

Hours: Volumes - 57 CE - 12

Points: Volumes - 19 CE - 4

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CDC Multimedia Course: 4B051N, Bioenvironmental Engineering Journeyman-Occupational Health multimedia CD-ROM was activated on 01 Feb 1999 and is open for enrollment. There is no equivalent paper-based CDC. The BEE Journeyman course consists of 3 volumes on a single disk. Enrollments must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete the course. The course exams are paper-based.

Systems Requirements:**Minimum:**

- IBM compatible computer
- Intel 486(Trademark) Processor @ 33 MHz
- 4 MB of total system RAM
- At least 4 MB of free hard disk space
- 256-color VGA video subsystem
- 500 KB free conventional memory
- 2x CD-ROM drive

- Color VGA monitor
- Sound card, speakers or headset, and mouse
- MS-DOS 5.0 and Microsoft Windows 3.1
- A Web browser (Netscape Navigator or MS Internet Explorer)

For Information/Help: Concerning program administration, call DSN 240-3776 or 240-3767, commercial (210) 536-3776, or AFIADL Team 2 at DSN 596-4985, commercial (334) 416-4985. Concerning technical questions on the CD-ROM, call DSN 240-3767.

4B051O-Bioenvironmental Engineering Journeyman (Environmental Protection)

2 Volumes: Activated Apr 2000

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

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CDC Multimedia Course: 4B051O, Bioenvironmental Engineering Journeyman-Environmental Protection multimedia CD-ROM was activated on 10 Apr 2000 and is open for enrollment. There is no equivalent paper-based CDC. The BEE Journeyman course consists of 2 volumes on a single disk. Enrollments must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete the course. The course exams are paper-based.

Systems Requirements:

Minimum:

- IBM compatible computer
- Intel 486(Trademark) Processor @ 33 MHz
- 4 MB of total system RAM
- At least 4 MB of free hard disk space
- 256-color VGA video subsystem
- 500 KB free conventional memory
- 2x CD-ROM drive
- Color VGA monitor
- Sound card, speakers or headset, and mouse
- MS-DOS 5.0 and Microsoft Windows 3.1
- A Web browser (Netscape Navigator or MS Internet Explorer)

For Information/Help: Concerning program administration, call DSN 240-3776 or 240-3767, commercial (210) 536-3776, or AFIADL Team 2 at DSN 596-4985, commercial (334) 416-4985. Concerning technical questions on the CD-ROM, call DSN 240-3767.

4B051P-Bioenvironmental Engineering Journeyman (Special Programs)

4 Volumes: Activated Jun 2000

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

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CDC Multimedia Course: 4B051P, Bioenvironmental Engineering Journeyman-Special Programs multimedia CD-ROM was activated on 20 Jun 2000 and is open for enrollment. There is no equivalent paper-based CDC. The Bioenvironmental Engineering Journeyman course consists of four volumes with fifty-eight lessons. Enrollment must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete this course. There will be a course exam given at the end of each course. The course exams are paper-based.

Systems Requirements:**Minimum:**

- IBM compatible computer pentium
- CPU operating at 100 MHz
- 16 Mb of RAM, WINDOWS 95 or higher
- VGA monitor
- 256 color capable video card
- four-speed or greater CD-ROM drive
- 16-bit sound card
- must be able to run Netscape Navigator 4
- Microsoft Internet Explorer 4 or better browser.

Recommended:

- IBM compatible computer with a 586DX CPU operating at 200 MHz or faster
- 32 Mb of RAM
- WINDOWS 98
- SVGA monitor
- 1 Mb video card
- eight-speed CD-ROM drive
- sound card and speakers or a headset
- mouse.

NOTE: Audio capability is required since sound is used throughout the course.

For Information/Help: Concerning program administration, call DSN 240-1470, commercial (210) 536-1470, or DSN 240-3940, commercial (210) 536-3940 or AFIADL Team 2 at DSN 596-4985, commercial (334) 416-4985. Concerning technical questions on the CD-ROM, call DSN 240-3767.

Diagnostic Imaging**4R051-Diagnostic Imaging Journeyman**

5 Volumes: Activated Mar 1997

Hours: Volumes - 105 CE - 27

Points: Volumes - 35 CE - 9

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Content: Volume 1 contains information relating to department administrative procedures and management. Volume 2 presents a thorough study of the fundamentals of radiologic science. Volume 3 covers information on osteology and routine radiographic positioning. Volume 4 covers special aspects of clinical radiology. Information on radiographic contrast media and the procedures that use contrast agents to image various structures in the body is presented in Volume 5.

Health Services Management
4A051-Health Services Management Journeyman

5 Volumes: Activated Jan 2002

Hours: Volumes – 63 CE – 15

Points: Volumes – 21 CE - 5

Content: Volume 1 introduces and explores the different tasks and functions in the career field. Volume 2 covers primary care management, appointment protocol, patient administration, outpatient medical records, and medical evaluation boards. Volume 3 continues with patient care, covering admissions and dispositions processing, medical record coding, and inpatient administration and medical records. Volume 4 is about alternate sources such as aeromedical evaluation and TRICARE. Finally, Volume 5 discusses resource management.

4A051B-Health Services Management Journeyman

3 Volumes: Revised May 1999

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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Content: Volume 1 covers various duties and responsibilities in outpatient services and aeromedical evacuation. Volume 2 looks at tasks supporting inpatient care and the aeromedical evacuation of patients. Volume 3 introduces you to the Department of Defense (DOD) Managed Care System.

4A051C-Health Services Management Journeyman

2 Volumes: Activated April 96; Revised June 1999

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

Content: Volume 1 covers financial management and budgeting, the medical service account and the associated systems functions, subsistence accounting and the Third Party Collection Program, and method improvement programs. Volume 2 discusses the Air Force manpower management program, Quality Air Force concept, worldwide workload report, and the Medical Expense and Performance Reporting System and the Expense Assignment System III.

4A071-Health Services Management Supervisor

4 Volumes: Activated Feb 2002

Hours: Volumes – 42 CE – 11

Points: Volumes – 14 CE - 3

Content: Volume 1 discusses patient administration tasks to include verifying eligibility, appointment protocols, Secretary of the Air Force Designee Program, and sensitive duties functions; covers Composite Health Care System (CHCS) and deals with automated medical functions; outpatient medical records and discussions of in- and out-processing procedures, audits and retirement actions, quality control, and coding diagnoses and procedures; deals with inpatient medical

records and concentrates on quality control and coding diagnoses and procedures. Volume 2 introduces the DOD managed care system. Volume 3 deals with financial management and budgeting including consolidating resource requirements, medical budget, cost center managers, and end-of-year closeout; uniform business office (UBO); and the World-Wide Workload Report (WWR) and how this report is very important to the medical treatment facility. Volume 4 covers various duties and responsibilities of health services management craftsmen in resource management and medical readiness.

Medical Material

4A151-Medical Materiel Journeyman

4 Volumes: Revised Jan 98; Revised Sep 2002

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

Content: Volume 1 introduces fundamentals of medical materiel in the areas of resource management-property responsibilities, and funds control; as well as familiarization with external organizations and basic computer terminology, security, and operation. Volume 2 covers customer account management and research. Volume 3 offers a general view of storage and distribution operations, environment of care topics in safety, hazardous materials and medicinal gases; as well as controlled item, excess materiel and general inventory management and procedures. Volume 4 covers the specialized medical materiel tasks of medical equipment and war reserve materiel management.

Mental Health

4C051-Mental Health Service Journeyman

4 Volumes: Activated November 1996

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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Content: Volume 1 covers the mission, functions, and organization of the USAF medical service; standards, ethics, and legal considerations; maintaining a therapeutic environment; medical materiel; and communicating in the medical profession. Volume 2, *Mental Health Fundamentals*, provides information on the basic concepts of human growth and development. Volume 3 covers body structure and function and mental health nursing care for patients with common medical conditions. Volume 4 covers therapeutic interventions and programs.

Occupational & Physical Therapy

4J071-Occupational/Physical Therapy Craftsman

1 Volume: Activated Sep 97

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

Content: This one volume course covers the Organizational Medical Group (OMG) Structure, your responsibilities as a supervisor, the Proficiency Code Key, Money Management, and the Military Health Service System (MHSS).

4J072-Occupational/Physical Therapy Craftsman

1 Volume: Activated Sep 97

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

Content: This one volume course covers the Organizational Medical Group (OMG) Structure, your responsibilities as a supervisor, the Proficiency Code Key, Money Management, and the Military Health Service System (MHSS).

Pharmacy

4P051A-Pharmacy Journeyman

4 Volumes: Activated Oct 95

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

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Content: Volume 1 specifies the journeyman's role and responsibilities as a member of the pharmacy career field. Volume 2 covers pharmacy standards, including Air Force directives, Joint Commission on Accreditation of Health Care Organizations (JCAHO) requirements, and laws affecting the pharmacy. Volume 3 covers supply and inventory control and pharmacy information systems. Volume 4 covers pharmacy calculations, chemistry, manufacturing and compounding, and dispensing.

Special Information: 4P051A is a prerequisite for 4P051B.

4P051B-Pharmacy Journeyman

5 Volumes: Activated July 96; Revised Aug 2000

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 gives information about pharmaceutical dispensing, terminology, anatomy, and physiology. Volumes 2 and 3, *Anatomy, Physiology, and Pharmacology*, covers the anatomy and physiology of each system of the human body, followed by the conditions associated with the system, and the drugs used to treat conditions associated with the system. Volume 4 covers miscellaneous drug therapy, medical aids and devices, and poisonings. Volume 5 discusses antibiotics and miscellaneous drugs.

Special Information: 4P051A is a mandatory prerequisite for 4P051B.

Public Health

4E051-Public Health Journeyman

5 Volumes: Activated Aug 97; Revised Mar 2002

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

Content: Volume 1 gives the basics of Public Health. Volume 2 studies the principles of epidemiology and the control of communicable diseases and medical entomology. Volume 3 deals with the Occupational Health Program, from hazards and shop evaluation to the hearing conservation and fetal protection programs. Volume 4 topics change to food inspection covering food technology, food procurement, the receipt and surveillance inspection programs, and facility sanitation. Volume 5 explains our role in contingency operations, giving historical scenarios and areas to consider in developing plans to respond to peacetime disasters or accidents and to wartime emergencies; there is also a separate unit covering field sanitation and hygiene.

Air and space Physiology

4M051-Air and space Physiology Journeyman

5 Volumes: Activated Jun 94; Revised Dec 99

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

Content: Volume 1 covers the general duties of air and space physiology personnel, safety and physical hazards, refresher training, and records management. Volume 2 discusses physiology fundamentals and how our body operates. Volume 3 discusses the hypobaric chamber, crew position responsibilities, and inspection requirements. Volume 4 covers the purpose and function of aircraft pressurization systems and procedures in the event of a system failure. Volume 5 discusses specialty areas of the career field.

Biomedical Equipment

4A251A-Biomedical Equipment Journeyman

4 Volumes: Activated Jan 94

Hours: Volumes - 141 CE - 36

Points: Volumes - 47 CE - 12

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Content: Volume 1 introduces medical equipment repair. Volume 2 pertains to the use of common tools and test equipment, electronic principles relating to basic DC and AC circuits, and motors. Volume 3 covers advanced electronics and troubleshooting techniques. Volume 4 covers computers and their internal organs, input devices and output devices, and data storage.

Special Information: CDC 4A251A is a mandatory prerequisite for CDC 4A251B.

4A251B-Biomedical Equipment Journeyman

4 Volumes: Activated May 96

Hours: Volumes - 102 CE - 27

Points: Volumes - 34 CE - 9

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Content: Volume 1 covers all the interfaces dealt with when connecting equipment to the hospital's utilities. It also covers knowledge on the equipment used for readiness purposes when the facilities go mobile. Volume 2 pertains to medical terminology and equipment used with inpatient care. Volume 3 discusses outpatient care areas and support equipment. Volume 4 explains imaging systems.

Special Information: CDC 4A251A is a mandatory prerequisite for CDC 4A251B.

Diet Therapy

4D051-Diet Therapy Journeyman

4 Volumes: Activated April 96

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

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Content: Volume 1 covers sanitation, safety and security, ethics and moral obligations, and medical readiness. Volume 2 covers principles of food preparation. Volume 3 deals with principles of

nutrition and dietetics. Volume 4 introduces Nutritional Medicine Flight management practices covering all aspects of management.

Medical Laboratory

4T051A-Medical Laboratory Journeyman (Administration and Chemistry)

4 Volumes: Activated Mar 1999; Revised Jan 2000

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

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Content: Volume 1 covers the mission of the medical laboratory, patient and professional relationships, management of publications and records, automatic data processing, the Composite Health Care System (CHCS), laboratory quality improvement, AFOSH, AFI 91-301, AFI 91-302, specimen collection and medical terminology. Volume 2 reviews the basic principles of chemistry and instrumentation in regard to their relationship in clinical chemistry. Volume 3 builds upon the basic chemistry principles learned earlier. Volume 4 discusses urinalysis concepts.

4T051B-Medical Laboratory Journeyman - Microbiology

4 Volumes: Activated Feb 97

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE - 8

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Content: Volume 1 enables the reviewing of the fundamentals of diagnostic bacteriology. Volume 2 begins with the most medically important genera aerobic gram-positive cocci and bacilli that cause some of the most serious human diseases. It also covers aerobic gram-negative cocci and coccobacilli organisms, aerobic gram-negative bacilli, and anaerobic gram-positive and gram-negative organisms. Volume 3 covers a study of miscellaneous microorganisms, the mycobacteria, introduction to medical mycology, and the medically important fungi. Volume 4 presents information on parasites of medical importance, including helminths and protozoa.

4T051C-Medical Laboratory Journeyman - Hematology, Immunology, and Blood Banking

3 Volumes: Activated Jan 98

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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Content: Volume 1 discusses hematology; erythrocytes, leukocytes, and thrombocytes; the complete blood count and hematology procedures; and hemostasis mechanism and evaluation of coagulation studies. Volume 2 covers immunology. Volume 3 is concerned with bloodbanking and the transfusion service.

Medical Service

4N051B-Medical Service Journeyman

5 Volumes: Activated Nov 95; Revised Vol 3 Jul 1999

Hours: Volumes - 105 CE - 27

Points: Volumes - 35 CE - 9

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Content: Volume 1 discusses infection control concepts and expands knowledge of vital sign assessment. Volume 2 contains information related to nursing procedures and skills. Volume 3 is detailed to improve knowledge of medications, actions, side effects, and administration procedures. Volume 4 is devoted to special areas of nursing, such as pediatrics, geriatrics, orthopedics, surgical, and obstetrical patients. Volume 5 reinforces knowledge of caring for patients in emergency situations.

4N051C-Aerospace Medical Service Journeyman

2 Volumes: Activated Sep 2002

Hours: Volume - 33 CE - 9

Points: Volume - 11 CE - 3

Content: Volume 1 discusses the roles and responsibilities of the 4N0X1 in the medical service arena. Volume 2 is designed to increase knowledge of the Physical Examination and Standards (PES) section.

4N051D-Aerospace Medical Service Journeyman

4 Volumes: Activated Sep 2002

Hours: Volume - 72 CE - 18

Points: Volume - 24 CE - 6

Content: Volume 1 is dedicated to the basic sciences applicable to the Medical Service Specialist. The information presented in Volume 1 is applicable to all aspects of patient care. Volume 2 provides information regarding many of the nursing assessment and procedural skills needed by today's airman. Volume 3 addresses the important aspects of medication administration and fluid therapy. Volume 4 provides information about a wide variety of topics from orthopedic care to mental health nursing.

Occupational Therapy

4J051A-Occupational Therapy Journeyman

3 Volumes: Activated Feb 1999; Revised Aug 2000

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

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Content: Volume 1 specifies the journeyman's role and responsibilities as a member of the occupational therapy career field. Volume 2 covers anatomy and kinesiology. Volume 3 covers the major body systems and their pathophysiological conditions affecting the various systems.

4J051B-Occupational Therapy Journeyman

3 Volumes: Activated Feb 1999

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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Content: Volume 1 covers therapeutic exercise; upper extremity disorders; treatment; splinting; and ergonomic principles. Volume 2 discusses mental health disorders, treatment techniques,

documentation, safety, and psychopharmacology. Volume 3 covers activity analysis, instructional techniques, and craft activities.

Ophthalmology & Optometry

4V051-Optometry Journeyman

4 Volumes: Activated May 97; Revised Dec 00

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE - 9

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Content: Volume 1 covers the objective medical group, optometry career ladder progression, optometry security, clinic safety, tips on professional relations, scheduling of patients, optometry clinic administration, and medical logistics. Volume 2 covers the anatomy and physiology of the eye, ocular injuries and disorders, and ocular pharmacology. Volume 3 covers geometrical optics, ophthalmic optics, ordering and dispensing spectacles, and some contact lens information and procedures. Volume 4 covers many of the tasks and tests done on a daily basis to assist the health care provider (doctor).

4V051A-Ophthalmology Journeyman

1 Volume: Activated Nov 97

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

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Content: This one volume course provides information geared specifically toward ophthalmology related tasks. It covers clinical procedures, sterile supply management, minor ophthalmic surgery and major ophthalmic surgery.

4V071-Optometry/Ophthalmology Craftsman

1 Volume: Activated Mar 97; Revised Oct 2001

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1, *Advanced Ocular Skills*, covers supervisor responsibilities, resource management, and clinical skills.

Physical Therapy

4J052A-Physical Therapy Journeyman

3 Volumes: Activated Nov 95; Revised May 2001

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 specifies the journeyman's role and responsibilities as a member of the physical therapy career field. Volume 2 discusses the major body systems and the pathophysiological conditions affecting the various systems. Volume 3 covers manual procedures and modality application.

Special Information: CDC 4J052A is a mandatory prerequisite to CDC 4J052B.

4J052B-Physical Therapy Journeyman

3 Volumes: Activated Feb 96; Revised Oct 2001

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 of this course addresses the axial skeleton. Volume 2, *Upper Extremities*, covers shoulder girdle and joint; elbow and forearm; wrist, hand, and digits; and upper extremity disorders and treatment. Volume 3, *Lower Extremities*, discusses pelvic girdle and hip joint, the knee joint, the ankle and foot joints, and the lower extremity disorders and treatments.

Special Information: CDC 4J052A is a mandatory prerequisite to CDC 4J052B.

Surgical Service**4N151A-Surgical Service Journeyman**

5 Volumes: Activated August 96

Hours: Volumes - 123 CE - 30

Points: Volumes - 41 CE - 10

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Content: Volume 1 covers the USAF Medical Service mission and organization and the roles of the surgical technician. It also discusses professional and patient relations, patient advocacy, needs and fears of patient, and positive patient relationships. Volume 2 focuses on infection control. Volume 3 covers preoperative physical preparation and care, the administration of anesthesia, and postoperative patient care. Volume 4 discusses patient positioning, draping, and surgical routines. Volume 5 takes a look at surgical pharmacology and surgical wound management.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

4N151B-Surgical Service Journeyman - Part II

4 Volumes: Activated Mar 1997

Hours: Volumes - 99 CE - 24

Points: Volumes - 33 CE - 8

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Content: Volume 1 begins the coverage of anatomy and physiology. This volume discusses how the body is organized, beginning with a basic "blueprint" of the body. It covers terms and references medical professionals use to discuss anatomical regions and locations of various body structures. It also takes a look at the basic components of the body, the integumentary system, the musculoskeletal "framework" of the body, and the nervous system. Volume 2 continues the coverage of anatomy and physiology by looking at the other body systems. Volume 3 looks at some common procedures performed by surgeons of the various surgical specialties. Volume 4 covers supporting tasks and duties such as medical logistics, medical readiness, and some of the administrative and managerial duties necessary to progress through this career field.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

(4Y) Dental**4Y051A-Dental Assistant Journeyman**

5 Volumes: Activated May 2001

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE - 9

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Content: Volume 1 expands knowledge of dental equipment and user equipment maintenance; presents information about the infection control program and OSHA standards, along with methods of transmission and prevention; stresses safety and health, including general safety principles as well as safety specific to dentistry. Volume 2 presents information relating to the preparation and prevention of emergency procedures, and introduces the basic clinical procedures in the dental career field. Volume 3 presents procedures, equipment, and instruments utilized for exams, general dentistry, endodontics, oral surgery, and periodontics; also outlines procedures for periodontal instrument sharpening. Volume 4 introduces common procedures, equipment, and instruments used for prosthodontics, orthodontics, and pediatric dentistry. Finally, Volume 5 presents information on radiology principles, dental radiographic film, procedures on "how to" expose radiographs, and processing radiographs; introduces the preventive dentistry program, the clinical phase of the preventive dentistry program, and family-member children's phase of the preventive dentistry program; continues with oral communication, oral prophylaxis procedures, and dental health counseling with proper diet and nutrition.

4Y051B-Dental Assistant Journeyman

3 Volumes: Activated May 2001

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

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Content: Volume 1 contains information on ethical responsibilities as a healthcare provider and coworker. It also covers legal aspects and responsibilities as a dental assistant; and includes comprehensive information about an area nearly as important as direct patient care--dental administration. Volume 2 presents a comprehensive study of anatomy and physiology of cells and tissues, and body systems; is also concerned with dental anatomy, physiology and histology. Volume 3 contains a comprehensive study of oral pathology including inflammation, dental plaque, calculus and stains, caries pulpitis, and periapical diseases, periodontal disease, and anomalies and pathology of the oral cavity; introduces the basics of elementary chemistry as a foundation for more specific applications of chemistry in therapeutics, materials, radiology and dental health; and presents a study of dental materials; Volume 3 also includes factors affecting dental materials, restorative uses of materials, prosthodontic uses of materials and miscellaneous dental materials.

4Y052-Dental Laboratory Journeyman

5 Volumes: Activated Nov 97; Revised Mar 2001

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

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Content: Volume 1 discusses personal conduct, safety, health, and presents information about how to manage resources in the laboratory. Volume 2 discusses oral anatomy and oral physiology, covers a review of dental materials science, and presents information on how dental materials react to chemical and functional changes. Volume 3 describes the procedures to inspect preliminary impressions and casts, discusses the fundamentals of orthodontic appliances, and provides information on special prosthesis and articulators. Volume 4 discusses the classification, components, and design of removable partial dentures; outlines RPD framework waxing and processing procedures; presents information on fabricating complete dentures; and discusses denture techniques

for a variety of patient conditions. Volume 5 covers all-metal, metal-ceramic, and all-ceramic restorations; and dental implants.

(5J) Paralegal

5J051-Paralegal Journeyman

4 Volumes: Activated Apr 95; Revised Feb 1999

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

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Content: Volume 1 discusses The Judge Advocated General's (TJAG's) Department. Volume 2 covers civil law. Volume 3 deals with the myriad aspects of military justice. Volume 4 covers Air Force claims.

(5R) Chaplain Service Support

5R051-Chaplain Service Support

3 Volumes: Activated Feb 95 ; Revised Jun 2002

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 covers roles of the chaplain and service support personnel, such as volunteers, public information boards, and report to higher HQ. Volume 2 covers contingency operations, base exercises, natural disaster responses, wartime, and humanitarian deployments. Volume 3 covers chapel programs, how to prepare a chapel budget, and resource management system.

5R071-Chaplain Service Support Craftsman

1 Volume: Activated September 95; Revised Jul 2002

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This volume, *Management of the Chaplain Program*, covers religious program support, distinct faith group practices, the area of contingencies and readiness, and various aspects of resource management.

(6C) Contracting

6C051A-Contracting Journeyman

3 Volumes: Activated Dec 97; Revised Jun 01

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers the historical background of government contracting; discusses government sovereignty, agency relationships, and basic contractual elements; and discusses the operational contracting office. Volume 2 deals with procurements made using the simplified procedures of FAR Part 13 and commercial procedures of FAR Part 12. Volume 3 covers procedures for awarding contracts and orders for acquisitions not exceeding the simplified acquisition threshold. It also deals with the most common administrative responsibilities in the career field. **NOTE:**

Effective 15 October 2001, this course has a CD-ROM with multi-media enhancements.

Special Information: CDC 6C051A is a mandatory prerequisite for enrollment in CDC 6C051B.

6C051B-Contracting Journeyman

3 Volumes: Activated Jun 98; Revised Jun 01

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 covers using activity requirements, contracting fundamentals as they apply to major acquisitions, the sealed bidding process, and evaluating bids and awarding contracts. Volume 2 spans the entire negotiated acquisition process. Volume 3 discusses contract administration information, provides guidance on how to make changes in a contract or terminate a contract, and addresses unique types of contracting actions.

Special Information: CDC 6C051A is a mandatory prerequisite for enrollment in CDC 6C051B.

(6F) Financial

(7S) Special Investigations

7S071-Special Investigations Craftsman

3 Volumes: Activated Aug 96; Revised May 2001

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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Content: Volume 1 covers the basic fundamentals and policies of liaison, use of human sources in AFOSI work, interviewing, interrogation, and consultants and special techniques. Volume 2 provides information about the core investigative areas of AFOSI's investigative mission.

Special Information: Requests to enroll in the Special Investigations CDC must be approved by HQ AFOSI/DPPT, 1535 Command Drive, Suite 6C207, Andrews AFB, MD 20762-7001.

(9S) Reporting Identifiers

9S100-Technical Applications Specialist

3 Volumes: Activated Aug 96; Revised Jul 00

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 of this course covers general subjects for both the Applied Geophysics (9S100) and the Applied Sciences (9S200) reporting identifiers (RIs). It is common to both RI 9S100 and RI 9S200, and therefore is included in both courses. It covers mission and organization, logistic, maintenance, supply, and transportation functions, quality control, and configuration management. It also contains excerpts from the treaties our mission covers. Volumes 2 and 3 cover continuing electronics, furthering your knowledge of many aspects of analog and digital electronics.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DOI), 50 South Turner Blvd, Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 312 TRS/DOEX, 170 Griffin St., Suite 21, Goodfellow AFB, TX 76908-4213. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. Classification of this course is SECRET.

Prerequisites for Enrollment: (1) PAFSC of 9S100. (2) TOP SECRET security clearance. (3) Working in an area accredited for storage of SECRET material.

The classified study volume for this course must be returned to the unit upon course completion or departure from the unit.

Specialized Courses

CAP & Reserve Forces Officer Extension Program

00013—Civil Air Patrol Senior Officer Course

4 Volumes: Revised November 1996

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: This course begins with volume 1 describing the compatible history, mission, and organization of the United States Air Force (USAF) and CAP. Volume 2 addresses professional knowledge guidelines all CAP members are expected to uphold. Volume 3, *Communication Skills*, covers communication fundamentals; barriers to effective communication; speaking and writing; and Civil Air Patrol and the information age. Volume 4 ties together all three previous volumes by focusing on the CAP officer's leadership skills.

Special Information: This course consists of individual volumes selected primarily to satisfy the training requirements of CAP personnel specified in CAP Regulation 50–17.

00017—USAFR Officer Preparatory Course Correspondence Course

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: This course covers Air Force history, mission and organization, military training, military law, human relations, leadership, and communicative skills.

Special Information: This course consists of individual volumes selected primarily to satisfy the training requirements of ANG/Air Force Reserve personnel specified in ANG Regulation 53–3 or AFR 36–15.

History of US Air Power

00050-History of U.S. Air Power

5 Volumes: Activated Oct 84; Revised 89

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6 (CCAF Credit-2)

Content: This course provides a historical perspective of U.S. air power, enabling the student to view current developments of air and space power in a broader context. In four volumes the course traces the development of U.S. air power from the simple flying machine of the Wright brothers in 1903 to the sophisticated military aircraft of the 1980's. A fifth volume provides chapter objectives and specific learning objectives, a guide for discussion, and an excerpt from the Annual Report to the Congress (for fiscal year 1984) submitted by the Secretary of Defense. This report discusses defense policy as an integral part of U.S. foreign policy. The course has been constructed to qualify as a two-credit, one-semester, college level course. With approval from appropriate officials in the Community College of the Air Force, successful completion of the course will earn academic credits toward graduation for students in CCAF.

Eligibility:

1. This course is open for enrollment to all personnel who are eligible to enroll in AFIADL courses except:
 - (a) International civilian and military personnel.
 - (b) Volunteer workers for the United States Air Force.
2. Project Warrior seminar leaders may order copies of the material for noncredit group study purposes.

(20 & 21) CAP Courses**02010-Civil Air Patrol Public Affairs Officer (Level II Technician Rating)**

2 Volumes: Activated Apr 82; Revised Apr 88

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: This course provides the public affairs officer with the ways to create an effective public affairs program. It discusses the use of all available media of communication to strengthen and to support the objectives of the public affairs program; including, general administrative, internal information, community relations aspects, techniques of writing news stories, and the relationship between the PAO and the news media representatives.

Eligibility:

There is no prerequisite to enrollment for CAP senior members.

Cadets may enroll in courses related to their CAP duty. This is monitored in the CAP unit by the Cadet Program Officer.

(21) Safety (CAP)**02130A-Civil Air Patrol Scanner Course, Level II**

1 Volume: Revised Jan 99

Hours: Volume - 6 CE - 3

Points: Volume - 2 CE - 1

Content: Civil Air Patrol and other agencies have developed procedures to make scanning very effective. These procedures are outlined in this course, and it is essential that you understand them before flying on an actual search mission. As you study the volume, you will learn how to prepare yourself to do a professional job of scanning.

Special Information: There is no prerequisite to enrollment for CAP senior members. Cadets may enroll in courses related to their CAP duty. (This is monitored in the CAP unit by the Cadet Program Officer).

02130B—Civil Air Patrol Mission Observer Co, Level II

1 Volume: Activated Dec 81; Revised Feb 88

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This course, Mission Observer, is designed to assist in preparing qualified scanners, who have the desire, to become mission observers. Civil Air Patrol and other agencies have developed procedures and techniques to make mission observing as effective as possible. These are outlined in this course. It is essential that you understand them before participating in an actual mission.

02130D-Civil Air Patrol Emergency Services

1 Volume: Revised Apr 96

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: Unit 1 is an introduction to Civil Air Patrol (CAP) Emergency Services policies; Unit 2 covers the organization of an Emergency Services team, some key responsibilities, qualifications, the alerting system, briefing/debriefing, and team composition. Unit 3 covers search liaison, activation, command and control of the mission, mission management, how to deal with non-CAP volunteers, air and ground operations, how to avoid fatigue, how to enter a crash site, and mission termination. Unit 4 describes procedures for peacetime natural disaster relief; Unit 5 covers CAP assistance to civil defense, policies, emergency management, mission execution, training, mobilization, and plans. Unit 6 covers helicopter operations, characteristics, restrictions, and unprepared site operations. Finally, Unit 7 covers American Red Cross support by CAP.

02170-Civil Air Patrol - Safety Officer Course

1 Volume: Revised Jul 86; Revised Mar 88

Hours: Volume - 3 CE - 3

Points: Volume - 1 CE - 1

Content: This course should help you to develop a thorough understanding of all facets of the CAP safety program at all levels of organization. It should help you to develop and interpret the many and varied tasks that you, as safety officer, must perform. Last, but not least, it should give you enough information so you can recognize and cope with potential/actual accident-producing hazards within CAP.

Special Information: Cadets may enroll in courses related to their CAP duty.

(46) Nurse**046A1 -- Nursing Service Fundamentals (NSF)**

3 Volumes: Activated May 95

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

Reserve Retirement Points - 23

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Content: This course is an introductory leadership and management course for military nurses and is open to all nurse corps officers. The three volumes have twenty-five units and cover the following topics-the Objective Medical Group, Responsibility and Accountability, Air Force Publications, Unit Philosophy, Objectives and Operational Plan, Quality Initiatives, Quality Surveys, Utilization Management, Maintaining a Quality Force, Enlisted and Civilian Force, Nurse Officer Professional Development, Cultural Diversity, the Impaired Provider, Ethical Decision Making, Transition, Leadership and Followership, Managerial Functions, Organizational Dynamics, Managing Yourself and Helping Others Cope, Performance Appraisals, Preparing Duty Time Schedules, Staff Recognition, Budgeting, Medical Logistics, and Medical Manpower.

Special Information: Active duty nurses must complete Nursing Service Fundamentals (SC 9711 or SC 46A1) to be eligible for the Nursing Service Management course in residence. Upon successful completion of NSF, students may obtain 85 contact hours by returning the continuing education critique form to the point of contact (course writer). Send the critique to 383 TRS/XUFAW, 939

Missile Road, Suite 3, Sheppard AFB, TX 76311-2262. Point of contact is DSN 736-6516 or commercial 940-676-6516. DSN fax is 736-7569.

(4B) Medical

041AIM – Health Services Administration Multimedia Instruction (CD-ROM)

1 Volume: Activated Jan 2002

Hours: Modules – 75 CE – 18

Points: Modules – 25 CE - 6

Content: This course contains the distributed learning portion (CD-ROM) of the Health Services Administration Course. The course is designed specifically to meet the needs of the Air Reserve Component (ARC). Everything you need to successfully complete the course exam is contained on the CD-ROM. Successful completion of the course exam is a prerequisite to attending the 2-week resident HAS course, which culminates your initial training as a new Medical Service Corps officer.

This course includes six modules:

1. Air Force Medical Service
2. Health Benefits and Policy
3. Information management and Information Technology
4. Medical Logistics
5. Readiness
6. Resource Management

Special Information: This course is restricted to Air Force Guard and Reserve. Students have 18 months to complete the courseware contained on the CD-ROM, including passing the course exam.

Minimum computer system and software requirements:

- 233 MHz Pentium
- 32 megabytes RAM
- Windows 95, 98, NT or 2000

B6RSOM -- Radiation Safety Officer (CD-ROM)

11 Modules on 1 CD-ROM: Activated Jul 2000

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for Bioenvironmental Engineering officers, enlisted, and civilian personnel who have been designated as radiation protection/safety officer or alternate. Training will cover the basics of health physics and in-depth practical advice on developing and maintaining a radiation protection program. Training includes basic health physics, internal and external dosimetry, radiation instrumentation, transportation, disposal, and radiation protection program.

Computer system/software minimum requirements: Pentium 175 MHz (266 MHz recommended) computer with 32 MB RAM (64 MB recommended), 5 MB hard drive space available, a SVGA monitor with a 2 MB True Color (16 bit) capable video card or higher, sound card and headphone or speakers, 2x speed (24x recommended) CD-ROM drive, Microsoft Windows 95/98 or NT 4.0, and Internet Explorer 4.0 or Netscape Communicator.

Module 1	Fundamental Concepts
Module 2	Biological Effects of Ionizing Radiation
Module 3	Instruments
Module 4	Dosimetry
Module 5	Radiological Protection and Control
Module 6	Transportation
Module 7	Disposition of Radioactive Material
Module 8	Accidents and Incidents
Module 9	Regulations
Module 10	Licensing and Permitting
Module 11	Operational Radiation Safety Program

B6ERBM/B6ERPM - USAF Ergonomics (CD-ROM)

19 Modules on 1 CD-ROM: Activated May 2001

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for bioenvironmental engineering and public health officers, enlisted, and civilian personnel. Training will cover the basics of work related musculo-skeletal disorders (WMSDs), health effects of WMSDs, methods of evaluation, discussion of available standards and criteria, control principles and methods, workstation and tool design, field ergonomic surveys, methods of active and passive surveillance, developing ergonomic education and training for workers and supervisors, developing, implementing, and improving ergonomic programs at base level, and medical management of WMSDs.

Computer system/software minimum requirements: Pentium 175 MHz (266 MHz recommended) computer with 32 MB RAM (64 MB recommended), 5 MB hard drive space available, a SVGA monitor capable of color display of 256 colors, sound card and headphone or speakers, 2x speed (24x recommended) CD-ROM drive, and Microsoft Windows 95/98/00 or NT 4.0.

Special Information: This course must be completed within one year of enrollment date.

Module 1	Introduction
Module 2	Work-Related Musculoskeletal Disorders and Ergonomics
Module 3	Basic Musculoskeletal Anatomy and Biomechanics/Physiology
Module 4	Risk Factors for Common Work-Related Musculoskeletal Disorders
Module 5	Governmental and Nongovernmental Ergonomic Guidance
Module 6	DoD and USAF Ergonomic Guidance
Module 7	Management Commitment and Marketing

Module 8	Passive Surveillance
Module 9	Active Surveillance and the Job Requirements/Physical Demands Survey
Module 10	Anthropology
Module 11	Work Station Design
Module 12	Tool Design
Module 13	Job Analysis Using the Level One Ergonomic Guides
Module 14	NIOSH Lifting Equation
Module 15	Controlling Ergonomic Hazards
Module 16	Medical Management
Module 17	Tools That Can Be Used To Train the Trainer
Module 18	Ergonomics Program Review and Evaluation
Module 19	Technical Resources

Resource Advisor

(73) Personnel

07340 -- Air Reserve Forces Social Actions Technician (Drug/Alcohol)

1 Volume: Revised Nov 90

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1 (CCAF Credit-0)

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Content: This course outlines the operation of the Substance Abuse Control Program. It includes information about the social actions program management portion of the Substance Abuse Control Program and covers information about policies and programs, career field structure and progression, safety and security, and social actions training. It also includes personal growth and development, substance abuse reorientation and treatment, and methods of identification. It concludes with the summary of treatment, group counseling, and substance abuse case files.

Special Information: Open to AFRES/ANG personnel in 734XX and 736XX Career Field.

(81) Security Police

08100M—Crime Prevention, Computer-Based Instruction (3 1/2" disks)

08100X—Crime Prevention, Computer-Based Instruction (Download)

7 Modules: Activated Apr 98

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: This computer-based instruction, *Crime Prevention*, is an introduction to the Air Force Crime Prevention Program and an overview of security devices and procedures.

- Module 1: History and Philosophy of Crime Prevention
- Module 2: Defining Crime Problems and Priorities
- Module 3: Crime Risk Management
- Module 4: Crime Prevention Programs and Management
- Module 5: Evaluation of Crime Prevention Programs
- Module 6: Security Measures
- Module 7: Crime Prevention Through Environment Design (CPTED)

Hardware Minimum Requirements: 486 or higher computer, at least 20 MB of hard drive space, 8 MB RAM, with Microsoft Windows 3.X or Windows 95 and color monitor. Will not run on Windows NT 4.0 or higher.

NOTE: Enroll in 08100M if you need the set of 3 1/2" disks. Enroll in 08100X if you plan to download files from the Internet or plan to use disks from another staff member who enrolls at the same time.

(19) Supervisor Safety

01900-(Air Force) Joint Service Supervisor Safety Course

1 Volume: Activated Jan 82; Revised Jan 88

Hours: Volume - 18 CE - 3

Points: Volume - 6 CE - 1 (CCAF Credit-0)

Content: This course presents the basic guidelines for organizing a safety program and covers the role of the supervisor, preparing the worker for the job, supervising tasks, hazard control, control of workplace environment, fire protection, and off-duty safety.

Civilian Personnel (CBI)

0C200M-Civilian Personnel Management Course (Multimedia CD-ROM)

1 Volume with 6 Modules: Activated July 01

Hours: Volumes – 39 CE - 9

Points: Volumes – 13 CE - 3

CD Multimedia Course: The Civilian Personnel Management Course consists of one volume with 6 modules. Enrollment must be accomplished through AFIADL. AFIADL Form 23 can be used for all categories. The student has a 6-month time limit to complete the course. **The course exams are paper-based. There is no equivalent paper-based CDC.**

System Requirements: Minimum: IBM-compatible computer with a Pentium CPU, 32Mb of RAM, WINDOWS 95, 98, 2000 or NT, a VGA monitor with true color capable video card, a four-speed or greater CD-ROM drive, and mouse.

For Information/Help: For content, call (CPD/HRC) at DSN 596-4095, commercial 334-416-4095. For program administration, call AFIADL Team 2 at DSN 596-4985, commercial 334-416-4985. For technical help, e-mail the AFIADL customer support desk at afiadl.customer.service@maxwell.af.mil.

0C203-Personnel Clerk

8 Volumes (floppy disks): Activated Jan 1997

Hours: Vol - 39 CE - 9

Points: Vol - 13 CE – 3

Course Objectives: To improve the effectiveness of personnel clerks and assistants by providing a familiarization with applicable reference materials and forms and an understanding of the procedures applicable to a variety of personnel processes. The course includes instruction on processing personnel actions; maintaining records and files, determining appropriate tenure, veteran preference, SCD, and WIGI; and criteria for and procedures to be used for benefits actions, i.e., FEGLI, FEHB, retirement, TSP, FECA, awards.

Course Curriculum: This is a computer-based, interactive software course primarily designed to improve the effectiveness of personnel clerks and assistants in performing a variety of personnel processes. The course was jointly developed by the Civilian Personnel School and the Air Force Institute for Advanced Distributed Learning (AFIADL) and is designed to assist students in comprehending fundamental regulations and procedures used in processing personnel actions; maintaining personnel records and files; determining appropriate tenure and veteran preference; computing service computation dates and within grade increases; processing compensation claims and awards; and determining eligibility for and processing FEHB, FEGLI, TSP, FERS, and CSRS enrollments and other actions. This course can be ordered from the AFIADL.

Target Audience: This course is primarily designed for personnel clerks and assistants assigned to the affirmative employment or employee benefits functional areas although specialists in these areas will also find the course very beneficial. All or certain portions of the course may also be appropriate for personnelists in other functions, organizational liaisons, or other individuals interested in learning more about these personnel functions.

0C221M-Position Classification Course (CD-ROM)

6 Modules on 1 CD-ROM: Activated Feb 99

Hours: Vol - 30 CE - 12

Points: Vol - 10 CE - 4

Content: This computer-based instruction provides the fundamentals of position classification to personnelists newly assigned position classification responsibility. The course is designed to help students acquire a sound comprehension of fundamental classification regulations, methodologies, and practices; as well as, help them develop skills in gathering information, writing position descriptions, classifying positions, and preparing substantiating analyses.

Computer System/Software minimum requirements: IBM compatible Pentium 90 MHz computer with 16MB of RAM, Windows 95 or higher, a SVGA monitor with a 2 MB True Color (16 bit) capable video card or higher, sound card and headphone or speakers, six speed or higher CD-ROM drive and Microsoft 3.02 or higher.

Special Information: This course must be completed within 6 months of enrollment date.

Module 1	Sources of Authority
Module 2	Introduction to Classification
Module 3	Position Descriptions
Module 4	The Classification Process
Module 5	Classification Exercises
Module 6	Classifying Supervisory Positions

0C230M-Employment Management Relations

1 Volume: Activated Jun 2002

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

CD Multimedia Course: There is no equivalent paper-based course. The Employee Management Relations Course consists of one volume with 9 modules. Enrollment must be accomplished through AFIADL. Form 23 can be used for all other categories. The student has a 6-month time limit to complete the course. The course exams will be paper based.

System Requirements:

Minimum: IBM Compatible Computer with a Pentium III CPU operating at 450 MHz, 32Mb of RAM, WINDOWS NT, a VGA monitor with True Color capable video card, a four-speed or greater CD-ROM drive, and mouse. You will need to have 221 MB of hard drive space available on your (C) drive even if you install on a different hard drive.

Recommended: Same as minimum.

For Information/Help: Concerning program administration or for technical questions, call CPD/HRC at DSN 596-3096, commercial 334-416-3096, or AFIADL Team 2 at DSN 596-4985, commercial 334-416-4985.

0C233M-Labor-Management Relations (CD-ROM)

8 Modules on 1 CD-ROM: Activated Aug 99

Hours: Volume - 141 CE - 18

Points: Volume - 47 CE - 6

Content: This Labor-Management Relations course is intended to prepare personnelists and military and civilian supervisors to administer labor agreements and engage in collective bargaining. This course is designed for military and civilian personnel of all levels and grades who are responsible for aspects of labor-management relations programs.

Computer System/Software minimum requirements: IBM compatible Pentium 90 MHz computer with 16MB of RAM, Windows 95 or higher, a VGA monitor with a True Color (16 bit) capable video card, sound card and headphone or speakers, quad speed CD-ROM drive and Microsoft Internet Explorer 4.0.

Special Information: This course must be completed within 6 months of enrollment date.

Module 1	Sources of Authority
Module 2	Labor-Management Relations Program Overview
Module 3	Union Representation
Module 4	Bargaining Obligations
Module 5	Bargaining Principles & Practices
Module 6	Unfair Labor Practices (ULP's)
Module 7	Negotiated Grievance and Arbitration Procedures
Module 8	LMR Cooperation/Partnerships

3C106-Affirmative Employment Course, Part 1, Computer-Based Instruction (3½" disk)





4 Modules: Revised Aug 96

Hours: Modules - 39 CE - 9





Points: Modules - 13 CE – 3

Content: This interactive courseware on computer diskettes consists of four modules of instruction.





Module 1, *Sources of Authority*, contains four lessons:

-  Laws, Executive Orders and Code of Federal Regulations
-  OPM Issuances
-  DOD and AF Directives
-  Third Party Decisions





Module 2, *Filling Positions*, covers:

-  General Principles
-  Priorities & Restrictions
-  Internal Placement
-  External Recruitment

The lessons in Module 3, *Qualification Determinations* are:

-  Qualification Standards
-  Crediting Experience
-  Crediting Education
-  Crediting Combination of Education and Experience

The last module, *Merit Promotion*, is made up of:

-  General Principles
-  Promotions not Subject to Competition
-  Identification, Evaluation and Referral
-  Relationships with Employees and Employee Organizations.

Special Information: Hardware *minimum* requirements: 286 computer with hard drive, color EGA monitor.











3C107-Affirmative Employment Course, Part II, Computer-Based Instruction (3½" disk)

2 Modules: Activated Aug 96

Hours: Modules - 18 CE - 6

Points: Modules - 6 CE - 2

Content: This interactive courseware on computer diskettes consists of two modules of instruction. It is the second part of the Affirmative Employment Course 3C106.

Module 1, <i>Pay Determination</i>, contains four lessons:	
	Introduction
	Promotions
	Highest Previous Rate
	Grade and Pay Retention
In Module 2, <i>Reduction in Force</i>, the lessons are:	
	Introduction
	Planning for RIF
	Competitive Levels
	Retention Registers
	Assignments Rights
	Effecting RIF Actions

Special Information: Hardware *minimum* requirements: 386 computer with hard drive, color VGA monitor.

(79) Public Affairs

07920 -- Public Affairs Officer

3 Volumes: Revised Apr 92

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5 (CCAF Credit-1)

Content: This course was written to assist your transition into the world of a public affairs officer. Volume 1 covers general information, writing, and visual communication. Volume 2 discusses the three disciplines of Public Affairs-internal information, media relations, and community relations. Volume 3 covers the various roles assumed by an Air Force public affairs officer.

(02A42) Aircraft Communication/Navigation Systems

02A42-Aircraft Communication/Navigation Systems

1 Volume: Activated Dec 1999

Hours: Volume – 18 CE – 6

Points: Volume – 21 CE - 5

Content: This one-volume course covers the Airborne Performance Monitor, Communications Patching Facility, Test Facilities, Secure Voice Switching, Message Processing System, Manual Telephone Switching Set, and the Milstar Satcom System.

02AF1-Airframe and Powerplant Mechanic

4 Volumes: Activated Sep 2002

Hours: Volume – 96 CE – 24

Points: Volume – 32 CE - 8

Content: This course contains the information in the Federal Aviation Administration (FAA) Mechanics General Handbook. This course will enable you to attain the knowledge necessary for the FAA requirements to test for the General portion of aircraft systems and maintenance.

(66) Logistics, Plans, and Programs

06601 -- Introduction to the Quality Function

1 Volume: Revised Oct 78; Revised Jan 88

Hours: Volume - 21 CE - 6

Points: Volume - 7 CE - 2 (CCAF Credit-0)

Content: This course is designed to provide an introduction to the philosophy and policies for quality assurance. Emphasis is given to the application of quality matters in an industrial/military environment. In any effort which involves such a range of activities as quality assurance, no one person can know and do everything necessary in the operation of such a program. Consequently, this course explores only the basic methods and techniques that have assisted industrial and military managers in conducting effective quality assurance programs.

06608-An Introduction to Air Force Provisioning Management

1 Volume: Activated Oct 89

Hours: Volume - 21 CE - 6

Points: Volume - 7 CE - 2 (CCAF Credit-0)

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Content: Course 6608 is designed to provide a brief overview of the provisioning management process as it is carried out in the Air Force today. The intent of the course is to provide a broad overview of the process for Air Force managers working in provisioning-related fields. The course includes provisioning and the systems acquisition process, integrated logistics support, logistics support analysis, provisioning planning, the formal provisioning process, the technical functions of provisioning, other considerations in the provisioning process, and the provisioning process as a whole.

06613-Quality Management

1 Volume: Activated Oct 93

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This one-volume text on quality management is intended to provide an overview of the leading philosophies in DOD's Total Quality Management (TQM) process. This volume covers the introduction to quality, Dr. Deming's philosophy of management, Federal Government's involvement in TQM, Dr. Juran's quality management trilogy and quality leadership, Phil Crosby's philosophy, problem solving and process improvement tools, and statistical process control and variability reduction.

Air Force Supervisor's Course (CBI)

0C300M—Air Force Supervisor's Course (CD-ROM)

8 Modules on 1 CD-ROM: Activated Sep 98

Hours: Vol - 18 CE - 6

Points: Vol - 6 CE - 2

Content: This computer-based instruction provides an introduction to the fundamental principles and concepts of effective supervision. Some of the many topics that are discussed in this course include elements and types of communication, steps in the delegation process, theories on human needs and behavior, techniques for saving time, and guidelines for solving problems.

Computer System/Software minimum requirements: IBM compatible computer with Pentium operating at least at 90 MHz, 16MB of RAM, Windows 95 or higher, a VGA monitor with a True Color (16 bit) capable video card, and a quad speed CD-ROM drive.

Special Information: This course must be completed within 6 months of enrollment date.

Module 1	Managing People
Module 2	Change & Conflict
Module 3	Effective Communication
Module 4	Setting Objectives
Module 5	Motivation & Behavior
Module 6	Time Management
Module 7	Decision Making/Problem Solving
Module 8	Bibliography

For content information, contact Mr. Eddy Boss at CPD/HRM at DSN 493-3446, or commercial at 334-953-3446.

Classified National Security Information Management (CBI)

0Z100 -- Declassification Training, Computer-Based Instruction (3½" disk)

1 Module: Activated Jan 96

Hours: Modules - 30 CE - 9

Points: Modules - 10 CE - 3

Content: This computer-based instruction provides the apprentice-level Information Manager with the training necessary to implement the new Executive Order 12958, *Classified National Security Information*.

This course includes five lessons:

1. Information Security Management
2. Overview of Classification Management
3. Declassification Exemptions
4. Processes and Procedures of Declassification

5. Application of Declassification Processes.

Special Information: Hardware *minimum* requirements: 386 computer with hard drive, color EGA monitor.